

Sara-Jayne Donaldson

BA (Hons)

Editorial Services

www.northerneditorial.co.uk

northerneditorial@aol.co.uk



Northern Editorial

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Use the table below to note down what your project needs and what you expect from your editor:

Project name	
Description of project Fiction, non-fiction, essay, website, catalogue, marketing copy, booklet etc.	
Scope of project e.g. check spelling, grammar and punctuation only; re-formatting plus above; full copy-edit (inc. sentence structure, flow, consistency); proofread (final check through, limited corrections), etc.	
Deadline When is the finished product required? Is there any leeway?	
Format to editor e.g. Word doc, website, Word compatible, InDesign doc, paper copy etc,	
Format from editor e.g. Word doc with tracked changes, marked up paper, .rtf file etc.	
Length Word count, number of website pages etc.	

<p>Artwork Is artwork included in the doc, has permission been sought for reproduction etc.</p>	
<p>Special requirements Does the job have any special needs, e.g. working closely with the designer, liaising with a second author, reference checking, fact checking etc.</p>	
<p>Contacts Who will the editor be contacting during the job.</p>	
<p>Budget What is the budget for the job, is there an upper limit,</p>	

Use the space below to note down anything else that is important to you or comes to mind for the job. Remember, an editor can always talk you through your needs should you be unsure.