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## *Introduction*

### ***What is English Finish\*?***

An agency that provides copy-editing and proofreading services to professional writers worldwide. We specialise in **language-editing** for non-native speakers who choose or have to write in English and want to feel as confident about the quality of their work as when they write in their own language.

### ***Why would you need a copy editor or a proofreader?***

Most of us write from some sort of 'script' in our heads. When we go back to read what we've written, our brain anticipates the vocabulary we've chosen and the structure we've devised for our text. Because our work is so familiar to us, we normally lack not only the critical distance from which gaps and mistakes become clearly visible, but also the fresh eye that will spot them. For that reason, most copy editors and proofreaders won't correct texts written by themselves.

**A professional copy editor or proofreader will bring that fresh eye to your written work, plus a toolkit of skills and techniques for repairing any problems that crop up.**

### ***Copy-editing or proofreading?***

While there is an overlap between the two, the terms are not synonymous. When you submit a manuscript for publication it is first copy-edited, then proofread. In the process, the copy editor will overhaul your manuscript so that the proofreader can run the final check and eliminate any remaining errors before your work is sent to the printer.

Find out more about the [copy-editing](#) and [proofreading](#) services offered by English Finish to decide which service you need.

### **Important!**

Please take time to read 'the small print'. When you commission English Finish, ***it will be assumed that you have read, understood, and accepted our terms & conditions***, as stipulated in the contract.

## Our Clients

### ***Our clients include:***

- **academic writers, management consultants** (*London School of Economics – UK; University of Zurich – Switzerland; Ludwig-Maximilians University – Munich, Germany; Freie Universität Berlin – Germany; Copenhagen Business School – Denmark; Witten/Herdecke University – Germany; University of Oldenburg – Germany; German Research Center for Environmental Health – Neuherberg, Germany; Psychiatric Hospital of Ludwig-Maximilians University – Munich, Germany; Rouen Business School – France; Institute for Mediterranean Studies – Rethymno, Greece*)
- **scriptwriters, journalists, critics** (film critics; literary critics; art critics; the *Greek Film Archive – Athens, Greece; the Greek Film Center – Athens, Greece*)
- **postgraduate students, postdoctoral researchers** (film studies; business studies)
- **freelance writers** (short stories; non-fiction)

## Our Subject Areas

### ***Our subject areas include:***

- business management (theory and practice)
- film theory and criticism
- screenplays, synopses
- art reviews
- literary criticism
- fiction
- general non-fiction (e.g. websites, self-help guides, travel guides)
- history
- psychiatry
- psychology
- neurology
- genetics
- epidemiology
- social anthropology

To ensure a high standard of service offered to our clients we follow best-practice guidelines as set by the Society for Editors and Proofreaders' (Sfep) Code of Practice.

## Contact Us

Send us an e-mail at [English Finish](#). Before you do so, you might like to consult our list of practical [tips for authors](#), as well as the [checklist](#) for authors, which we hope you will find helpful. You may also wish to have a look at our general [terms & conditions](#).

## Links

<a href="#"><u>Verband der Freien Lektorinnen und Lektoren (VFL)</u></a>	<a href="#"><u>Sfep: Society for Editors and Proofreaders (UK)</u></a>	<a href="#"><u>Sfep Code of Practice</u></a>
<a href="#"><u>National Union of Journalists (UK)</u></a>	<a href="#"><u>NUJ Freelance Fees Guides: Print Media</u></a>	<a href="#"><u>Editorial Freelancers Association (US)</u></a>
<a href="#"><u>European Association of Science Editors</u></a>	<a href="#"><u>Federation of European Publishers</u></a>	<a href="#"><u>Copy-editing &amp; writing services in German: Christiane Fritsche</u></a>
	<a href="#"><u>Google Search</u></a>	

\*Literally? 'English Finish' is a term used in the print industry to describe a 'smooth finish on uncoated book paper; smoother than eggshell, rougher than smooth'.

Source: [http://www.printindustry.com/form\\_glossary.htm#E](http://www.printindustry.com/form_glossary.htm#E)

## Copy-editing at a Glance

A **copy editor** will identify and correct inconsistencies in spelling, style, and layout, smooth away faulty grammar and problematic syntax, and ensure your work has that all-important professional finish. What's more, especially in the case of texts translated from another language, a copy editor will polish awkward phrasing to improve readability.

### *A note on language-editing*

Many – perhaps most – authors aim at reaching as many readers as possible. That's why, increasingly, non-native speakers of English, especially in academia, write their papers and books directly in English.

Non-native speakers vary widely in their ability to handle a foreign language. This makes word count alone an unreliable indicator of how much editing a text written by a non-native speaker (or translated from a different language by a non-professional translator) will require. This is why **we base our fees for copy-editing on the number of hours needed rather than the number of words**. The amount of language-editing that each text involves is reflected in the cost – which, however, is still much lower than that of employing a professional translator.

**If you write in English and are not as comfortable as when you write in your own language – but want your text to be as good as that of a native speaker – a language editor is here to help.**

To achieve the quality you strive for, the language editor will often rephrase parts of your text, as well as query whatever is ambiguous or unclear. When you receive the edited draft, you'll be asked to respond to the queries, vet and integrate the changes, then send it back to the editor, who will check your text again and ensure that the final draft is ready to be submitted to your publisher.

At *English Finish*, the copy editor will...

- check and amend spelling and punctuation
- check grammar and usage
- improve clarity of expression
- ensure consistency in prose style
- check consistency in layout and style features (e.g. italics, headings, alternative spellings, lists)

In addition, depending on your needs, the copy editor may also

- correct factual mistakes (e.g. dates, names, titles)
- identify potentially offensive or libellous material
- restructure text, where necessary, to eliminate ambiguities and awkward phrasing
- check, format, and verify your bibliography (on request)

You can find out more about what copy editors do (and don't do) [here](#).

## *Proofreading at a Glance*

A **proofreader** will scan a text mainly for typos, slip-ups in spelling and punctuation, and inconsistencies in layout, and mark problematic spots (e.g. wrong captions). Proofreading is primarily a quality check on the already edited text and involves spotting and flagging up mistakes and making minor corrections.

At *English Finish*, the proofreader will...

- check and amend spelling and punctuation (including consistency with either British or US spelling)
- check consistency in layout and design
- check illustrations to ensure they match their captions
- compare typeset proofs with the final, edited draft

You can read more about what proofreaders do (and don't do) [here](#).

## *Estimates*

For a rough estimate, it is necessary to know:

- the length of a project
- the topic of the project
- any time constraints on your part (i.e. deadlines)
- the level of proofreading or copy-editing you would like

For more accurate estimates, in addition to the above, a sample of your text is also required.

## *Rates & Fees*

The rate at which copy editors and proofreaders can work on a text depends on a number of things:

### *1. Length*

This is usually calculated in number of words, number of key-strokes, or number of pages processed per hour. At *English Finish* we calculate our estimates and fees on an hourly basis.

### *2. Topic*

A text that requires **factual** checking will take a lot longer to edit than, e.g. a curriculum vitae or a short story. Examples of data that require factual checking are: specialist terminology, tables, references to bibliographic and other sources, technical details, historical dates etc.

### *3. Level of work needed*

If you only want spelling mistakes and punctuation checked, the proofreader will correct just that: logical slip-ups, oversights and stylistic errors will *not* be taken into account. By contrast, what is called 'substantive copy-editing' may involve rewriting parts of a text to improve clarity and style, or restructuring your material to improve flow and layout.

**Turnaround rates** depend largely on the length and complexity of a text. They also depend on the author's grammar skills and overall proficiency in English.

The rates in the table below are indicative and apply to non-technical texts whose authors are highly skilled in written English. Please keep in mind that technical texts are more time-consuming. Also, if you are not comfortable writing in English or are used to writing in a different language your text may take substantially longer to edit than indicated below.

### ***Bespoke Copy-editing***

**Name your budget and your priorities, and we'll tailor the level of copy-editing to your needs.**

Tell us what is essential to you, or ask us to assess your text – free of charge – to identify the weaknesses that are critical to the quality of your work. If your budget is limited, we'll make sure that we focus on what matters most.

## *Rates*

### ***Copy-editing***

Light copy-editing:	1250–1500 words per hour
Medium copy-editing:	750–1250 words per hour
Intensive copy-editing:	250–750 words per hour

### ***Proofreading***

On average:	2000–2500 words per hour
Scientific texts, technical texts or texts with large amounts of specialist terminology:	up to 2000 words per hour

## *Fees*

We offer competitive rates, based on Sfep's recommended rates for freelancers. All our fees are calculated on an hourly basis and quoted in €. Please note that urgent requests (depending on the text) carry a surcharge of up to 25%. We only accept urgent requests when we can guarantee that we will meet your deadline.

Copy-editing (light)	€ 20–21
Copy-editing (substantial)	€ 22–25
Proofreading	€ 18
Bibliographic research	€ 18–20
Copywriting	€ 35–50

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