



PACIFIC EDITING

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Pacific Editing offers comprehensive writing and editing services to academics and professionals. Services include but are not limited to manuscripts, articles, editorials, white papers, dissertations, documentation projects, technical manuals, figures and data tables, literature reviews, policy statements, memos, and more. This document is designed to orient you to the editing process and to address frequently asked questions associated with the editing and publishing world.

HOW DO WE START?

First we need to evaluate what kind of editing assistance you need. This may include phone conversations, Skype calls, emails, or face-to-face meetings. Our initial conversation regarding the needs of your project is free of charge.

HOW IS THE EDITING PERFORMED?

The editing process consists of three phases. In the first phase an initial sweep of the document is made to assess the work that needs to be done and to query the author regarding any ambiguities that need to be addressed. In the second phase the bulk of the editing work is performed. A third proofreading phase is used to ensure the integrity of the document as a whole. All changes are made using track changes in Microsoft Word.

HOW DO YOU GUARANTEE YOUR WORK?

Pacific Editing guarantees your full satisfaction with the finished document. You don't pay until you review the work performed and determine that it meets your standards and expectations.

HOW DO WE HANDLE PAYMENT?

Payment can be made in installments during the editing process or upon completion of the final product. For first time clients a small down payment is required to schedule time in advance. The down payment is deducted from the total at the time the final invoice is delivered. Payments can be completed through PayPal or via check.

WHAT KINDS OF EDITING DO YOU OFFER?

Pacific Editing offers services that include copy editing, technical editing, and substantive editing. Prices and descriptions are listed below.

1. COPY EDITING – \$45/hour

Copy editing provides effective line-by-line attention to the grammatical aspects of your writing. Specifically, copy editing will look for and correct the following common issues in writing:

- Sentence fragments / run-on sentences
- Subject–verb agreement
- Use of punctuation (e.g., periods, semi-colons, colons, apostrophes, quotation marks, parentheses, ellipses, em-dashes, etc.)
- Parallel construction
- Tense
- Spelling
- Nonstandard phrasing
- Use of passive vs. active voice
- Ambiguous pronouns / pronoun–antecedent agreement

Copy Editing Rubric

Light (10–14 pages/hour)	Medium (5–10 pages/hour)	Heavy (1–5 pages/hour)
Minor grammatical issues; misuse of punctuation marks; few spelling errors; consistent subject-verb agreement; correct tense and voice; some problems with parallel structure; few dangling modifiers	Consistent grammatical issues; problems with subject-verb agreement; inconsistent tense and voice; some spelling errors; parallel structure not consistently employed; unclear or dangling modifiers	Significant grammatical issues; incorrect syntax; unclear sentence construction; little or no parallel structure; pervasive shifts in tense and voice

2. TECHNICAL EDITING – \$45/hour

Technical editing focuses on the mechanics of format and style. It gives detailed attention to the requirements of professional publication manuals. Technical review is available for formats including the American Psychological Association (APA), Modern Language Association (MLA), and the Chicago Manual of Style (CMS). Technical edits will ensure that your paper is publication-ready and includes attention to:

- Layout review (front matter, pagination, margins, line spacing, chapter headings, appendices, font, and section breaks)
- Reference list check
- Citation match (all sources cited in-text are included in the reference list and all sources in the reference list are cited in-text)
- In-text citation check
- Footnote and endnote citation check
- Table and figure check
- Table of contents check
- Heading and subheading check
- Style editing check (e.g., formatting of numbers, data, sentence casing, quotations, lists, style-specific punctuation usage, etc.)

Technical Editing Rubric

Light (10–14 pages/hour)	Medium (5–10 pages/hour)	Heavy (1–5 pages/hour)
Style guide followed closely; references, notes, and in-text citations match; tables and figures correctly labeled and formatted; few missing citations; section headings correctly formatted; complete and accurate reference list; style-specific punctuation used throughout	Some discrepancies between references, notes, and in-text citations; some missing or incorrect sources; tables and figures not consistently formatted; some section headings do not match style guide; style-specific punctuation not followed	Style guide missing or not closely followed; no consistent format; references and in-text citations do not match; multiple missing references; uncited claims; tables and figures not displayed correctly; poor punctuation

3. COPY EDITING + TECHNICAL EDITING – \$55/hour

This option combines all of the services offered under copy editing and technical editing. By combining copy editing and technical editing you will ensure that your paper, manuscript, or dissertation receives the highest level of attention possible, both in terms of technical precision and grammatical quality. This option is ideal for writers who anticipate publishing or presenting their material in a professional forum or who must conform to the detailed rules set by a particular style guide.

Copy Editing + Technical Editing Rubric

	Light (8–12 pages/ hour)	Medium (4–8 pages/ hour)	Heavy (1–4 pages/ hour)
Copy Edits	Minor grammatical issues; misuse of punctuation marks; few spelling errors; consistent subject-verb agreement; correct tense and voice; some problems with parallel structure; few dangling modifiers	Consistent grammatical issues; problems with subject-verb agreement; inconsistent tense and voice; some spelling errors; parallel structure not consistently employed; unclear or dangling modifiers	Significant grammatical issues; incorrect syntax; unclear sentence construction; little or no parallel structure; pervasive shifts in tense and voice
Technical Edits	Style guide followed closely; references, notes, and in-text citations match; tables and figures correctly labeled and formatted; few missing citations; section headings correctly formatted; complete and accurate reference list; style-specific punctuation used throughout	Some discrepancies between references, notes, and in-text citations; some missing or incorrect sources; tables and figures not consistently formatted; some section headings do not match style guide; style-specific punctuation not followed	Style guide missing or not closely followed; no consistent format; references and in-text citations do not match; multiple missing references; uncited claims; tables and figures not displayed correctly; poor punctuation

4. SUBSTANTIVE EDITING – \$65/hour

Substantive editing centers the relationship between content and structure by reviewing both intensively. The structure of paragraphs, sections, and chapters are all reviewed to ensure the coherency of the work. Particular attention is paid to paragraph development and the effective transition of ideas. With substantive editing the content of the document is also engaged at a theoretical level, and this may include suggestions for re-writing, re-organizing, or adding new material. Together we evaluate and minimize unnecessary jargon and aim to clarify the use of inexact language to express complex ideas. Substantive editing ensures that your work is both technically accurate and conceptually compelling.