**Copsewood Editorial Services Editorial checklist**

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| **Editorial tasks** | **Editing level** |
|  | **Standard copy-editing** | **Advanced copy-editing** |
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| Analysing and assessing manuscript | √ | √ |
| Checking spelling, punctuation, terminology, grammar and syntax | √ | √ |
| Ensuring consistency of spelling | √ | √ |
| Ensuring consistency of style (using in-house style sheet where appropriate) | √ | √ |
| Analysing sentence and paragraph construction and length | √ | √ |
| Checking relevance and clarity | √ | √ |
| Resolving ambiguity | √ | √ |
| Editing with the intended audience in mind | √ | √ |
| Watching out for copyright/legal issues | √ | √ |
| Checking illustrations/figures/maps/tables and editing captions | √ | √ |
| Checking footnotes and bibliographic references (where relevant) | √ | √ |
| Checking cross-references | √ | √ |
| Raising queries | √ | √ |
| Creating style sheet for proofreader | √ | √ |
| Analysing structure/logic of argument/discussion  |  | √ |
| Rewriting where necessary |  | √ |
| Reorganising text |  | √ |
| Checking facts |  | √ |
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| **Fees**  | *From* £29.60 per hour  | *From* £34.00 per hour  |

The fees quoted above are based on the scale of fees suggested by the Chartered Institute of Editing and Proofreading (CIEP) and the National Union of Journalists and are for guidance only.

CIEP publishes the following information to explain how the fees are calculated:

 The rates are reviewed annually, when they're either increased (broadly in line with inflation) or kept static during periods of economic downturn, but always with the aim of keeping them realistic yet still aspirational for our members.

 Each review is carried out by the full council, taking into account inflation, the general economic situation, the health of the publishing industry, and any anecdotal evidence available concerning editorial freelance pay rates. Finally, the council discusses whether its proposed revisions are 'reasonable' given all of the above.

 Each suggested minimum rate includes a factor to allow for holidays and other working time not actually spent editing/proofreading. It should also be remembered that editorial freelances are responsible for paying for their own National Insurance, pension provision, continuing professional development (CPD), office space, hardware, software and utilities. These all represent considerable savings in overhead costs for those employing the services of a freelance, over and above other savings made by not having to provide holiday pay, sick pay and family leave.