

# A STEP-BY-STEP GUIDE TO PROFESSIONAL COPYEDITING AND PROOFREADING

**EdiPro**  
WRITTEN LANGUAGE EXPERTS

## 1. TALKING TO AN EXPERT

The journey to impeccable content begins with an initial consultation with our editing experts. We work with you to understand your content needs, objectives, and the message you want to convey. This is the cornerstone of our collaborative journey.



**EDITING REQUIREMENTS:** Every manuscript is unique and so are editorial needs. Whether you're looking for a light touch or developmental edit, defining your expectations can help us match your project with the right expert. If you have any styling expectations, please provide them. At EdiPro, we are skilled in many standard styles (e.g., AMA, CMS, MLA), or if requested, we can develop content per your custom house style.



**SCHEDULING CONSTRAINTS:** We respect your timelines. By communicating any scheduling constraints or deadlines upfront, you allow us to optimize our workflow to meet your needs. Whether you have a rushed deadline or a relaxed timeline, we work with you to ensure a timely delivery.

**SAMPLE MANUSCRIPT:** Sharing a sample of your manuscript provides our experts with an intimate understanding of the content's current state and style. This will aid us in providing an accurate estimate and adjusting our editorial approach in alignment with your vision.



**ADDITIONAL INFORMATION:** Any supplemental information about your project is valuable. This might include notes on your intended audience, publishing platform, and the content's purpose (e.g., academic publication, business presentation, or work of fiction).

The more we know, the better we can tailor our services to compliment your project.

## 2. CHOOSING A PLAN



Once we have a comprehensive understanding of your project and needs, we will craft a plan that aligns with your requirements. This plan is not just a roadmap for our editing process; it is a reflection of our commitment to ensuring your content shines.



Based on your sample manuscript and details provided, our editors conduct a thorough analysis: they assess the depth of editing required, parse out the nuances of the content, and identify areas that can be enhanced or refined. During this time, we develop a tailored and coordinated editorial strategy.



With a thorough understanding of your needs, our team will then provide recommendations for how best to improve your manuscript. This will include an agreement on pricing, schedules, and deliverables.

## 3. GETTING IT DONE

The final step of our collaboration is the execution, where prior discussions, planning, and strategy come to life. Our team will deliver a sample of our work. This preliminary submission serves as a touchstone, allowing you to review our approach and confirm that we are on the right trajectory. Additional direction provided after this sample can help calibrate the project to meet your specific needs.



We will begin returning work in sections or rolling batches. This method ensures that you receive portions of the edited content in stages so you can provide any insight on our progress and approach.



From initial conversations to final delivery, our team will work with you, providing clear communication and ensuring that the final product meets your specifications and needs.



## CONTACT INFORMATION

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