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# Substantive Editing – Fiction

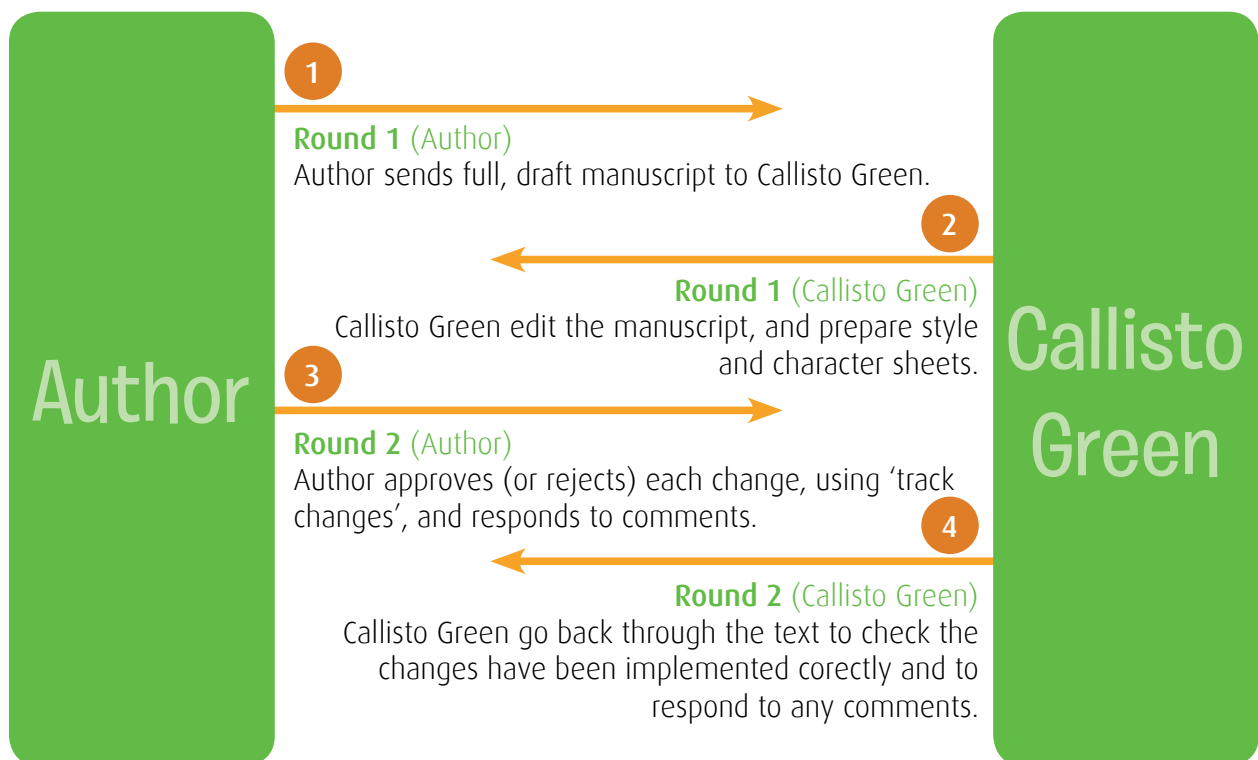
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**Substantive editing is a comprehensive, in-depth editorial service dealing with style and content, overall text structure and organisation, coherence, suitability for audience and purpose, presentation, pacing, logic, accuracy, language and vocabulary choice. The most involved type of editing, it involves the deletion, insertion, rewriting, rearrangement and shaping of sentences and entire sections of manuscript.**

Our editorial work is typically carried out in MS Word using 'track changes' and 'comment balloons', so that every change can be clearly seen and approved individually by the author. For all works of fiction, we create style and character sheets to ensure consistency throughout the entire manuscript. These reference documents will be delivered to the author with the first round of editorial.



Our substantive editing service is a four-step process, as follows:



This service covers (where appropriate):

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| <input type="checkbox"/> Characterisation                    | <input type="checkbox"/> Vocabulary and word usage                         |
| <input type="checkbox"/> Plot development                    | <input type="checkbox"/> Punctuation and grammar                           |
| <input type="checkbox"/> Overall structure and chapter usage | <input type="checkbox"/> Avoidance of repetition                           |
| <input type="checkbox"/> Setting and context                 | <input type="checkbox"/> Clichés, slang, foreign phrases, dialect          |
| <input type="checkbox"/> Theme                               | <input type="checkbox"/> Imagery   |
| <input type="checkbox"/> Tension-building                    | <input type="checkbox"/> Literary techniques                               |
| <input type="checkbox"/> Dialogue                            | <input type="checkbox"/> Basic fact-checking and name research             |
| <input type="checkbox"/> Narrative                           | <input type="checkbox"/> Footnotes, endnotes and bibliographic information |
| <input type="checkbox"/> Description                         | <input type="checkbox"/> Use of illustrations and other images             |
| <input type="checkbox"/> Balance                             |  |
| <input type="checkbox"/> Sentence construction               |  |

We can also provide Skype consultations or face-to-face meetings at an additional cost, as well as more detailed fact-checking and research where required.

All manuscripts are treated with the utmost confidentiality.

For further information or to discuss your project, please contact [enquiries@callistogreen.com](mailto:enquiries@callistogreen.com).