



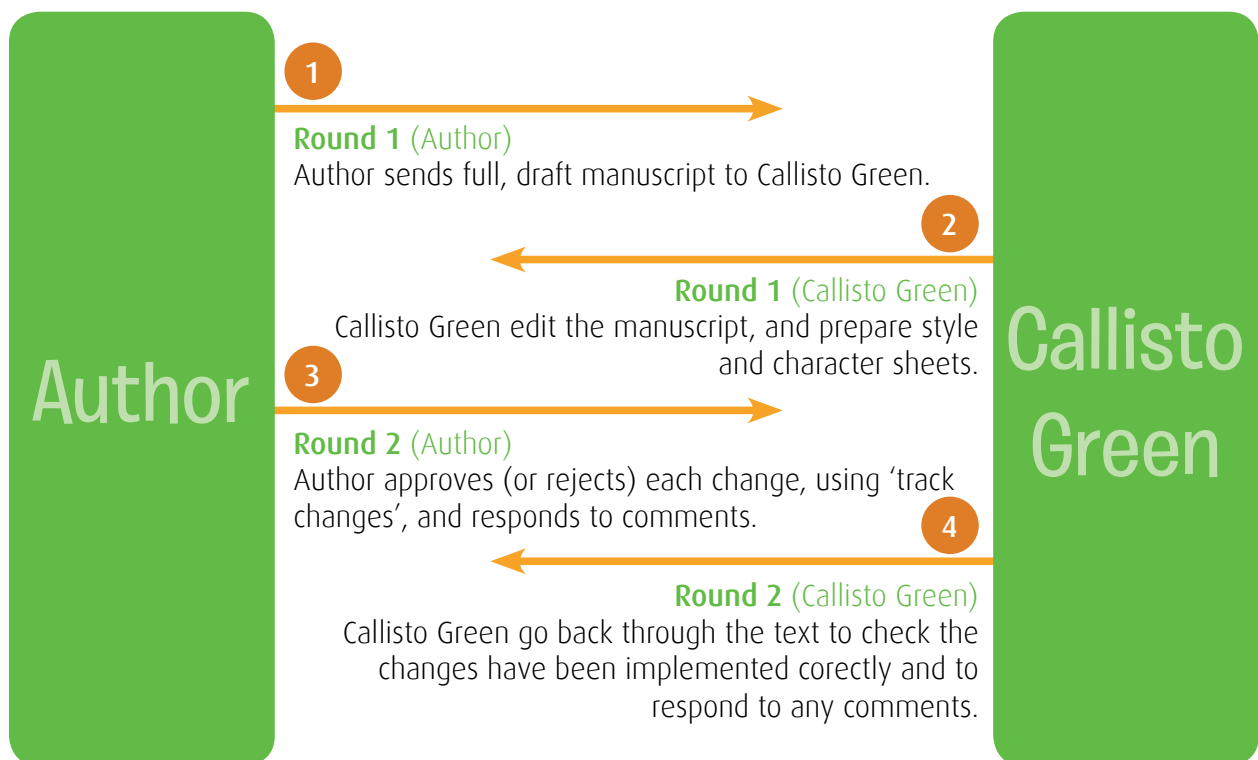
Substantive Editing – Non-Fiction

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 non-fiction, we create a style sheet to ensure consistency throughout the entire manuscript. This reference document 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):

- ☐ Overall structure
- ☐ Tone of voice
- ☐ Suitability for audience
- ☐ Chapter construction
- ☐ Balance
- ☐ Sentence construction
- ☐ Vocabulary
- ☐ Word usage
- ☐ Avoidance of repetition
- ☐ Punctuation and grammar
- ☐ Clichés, slang, foreign phrases, dialect
- ☐ Stylistic techniques
- ☐ Consistency and coherence
- ☐ Basic fact-checking and website research
- ☐ Footnotes, endnotes and bibliographic information
- ☐ Tabular and graphical information
- ☐ Use of illustrations, diagrams and other images

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.