



# Norman C. Borg

## Proofreading & Copy Editing Service

[proofreading@normancborg.net](mailto:proofreading@normancborg.net)

[www.normancborg.net/pr/](http://www.normancborg.net/pr/)

The service offers proofreading and copy editing of various types of electronic documents, both in English and in Maltese, including:

**Academic documents** – dissertations, theses, assignments, essays, papers, interview transcripts, surveys/questionnaires;

**Articles** for newspapers, magazines, journals, newsletters;

**Publications** – novels, short stories, auto/biographies, reference books, instruction manuals, technical manuals;

**Job-related documents** – curriculum vitae, résumés, cover letters;

**Marketing** – brochures, catalogues, advertisements, promotional material;

**Media** – programme scripts, interview transcripts, web page texts;

**Presentations and conferences** – slide texts, audience notes, speech drafts;

**Business documents** – company reports, technical reports, development plans.

### The services

There are two types of services available.

The **Proofreading** service basically focuses on the text, and covers spelling and typing errors, punctuation errors, capitalization errors and awkward grammar. Formatting, layout and pagination are not processed.

The **Copy editing** service covers all features of the Proofreading service. In addition, it includes review of language structure, clarity of ideas, style consistency as well as formatting, layout and pagination.

For academic documents, this service also includes academic tone and style; presentation, formatting and referencing consistency; and style compatibility with MLA, APA or Harvard styles for inline citations and bibliographies.

In the case of reference books, it also includes processing of cross-referenced material, including indexes. However, creation of indexes is not included in any service.

### The Process

Services are completely electronic. The whole process can be carried out via internet and email from start to finish, and is completed in four easy steps:

(1) Go to the website and request an estimate; (2) confirm the estimate and make an online deposit; (3) email the document and processing will start; (4) you will receive the processed document within the agreed deadline.

### Submitting documents for service

You may send a complete document at once or in instalments. The latter option may however affect the deadline of the completed service. Documents are accepted in any of the following electronic formats:

- Plain text (.txt)
- Rich text format (.rtf)
- Word format (.doc Word 2003); .docx (Word 2007); .docx (Word 2010/2013/2019/365)
- OpenOffice.org/LibreOffice format (.odt)
- PowerPoint format (.ppt for 2003); .pptx (for 2007); .pptx (for 2010/2013/2019/365) in the case of presentations

If the document is required to follow a particular house style, you may be asked to submit this together with the document. Most publishers and institutions will be able to provide an electronic copy.

### The Proofreading method

The Microsoft Office Track Changes system is used on every document. This means that when you receive the document back, you will be able to see all corrections, changes and suggestions. You can then decide which of these to accept or simply refuse.

### Payment

Payment can be affected through direct bank transfer, cheque or PayPal.

In proofreading industry standards, a 'page' is estimated to contain 250 words, irrespective of font size and line spacing. Payment rates are based on pages, rather than hours of work, for a number of reasons:

- Clients know exactly what they are paying for, and the rate of payment can be estimated prior to commencement of service.
- Depending on the nature of the document, duration of the service may vary.

## Complete list of services, items and prices

Category	Item	Proofreading		Copy Editing		Notes
		Standard	Express	Standard	Express	
Academia	Dissertations	2.00	3.00	3.00	4.00	All academic documents carry a 20% discount.
	Theses	2.00	3.00	3.00	4.00	
	Assignments	2.00	3.00	3.00	4.00	
	Essays	2.00	3.00	3.00	4.00	
	Papers	2.00	3.00	3.00	4.00	
	Interview transcripts	5.00	n/a	n/a	n/a	
	Surveys/Questionnaires (*)	10.00		12.00		
Articles	Newspapers	2.50	3.50	3.50	4.50	
	Magazines	2.50	3.50	3.50	4.50	
	Journals	2.50	3.50	3.50	4.50	
	Newsletters	2.50	3.50	3.50	4.50	
Books	Novels	2.50	3.50	3.50	4.50	
	Short stories/articles	2.50	3.50	3.50	4.50	
	Auto/biographies	2.50	3.50	3.50	4.50	
	Reference works	2.50	3.50	3.50	4.50	10.00 with Index
	Instruction manuals	2.50	3.50	3.50	4.50	10.00 with Index
	Technical manuals	2.50	3.50	3.50	4.50	10.00 with Index
CVs	Curriculum vitae (*)	10.00		12.00		5.00 for Europass format
	Résumés (*)	8.00		10.00		
	Cover letters (*)	8.00		10.00		
Marketing	Catalogues	3.00	4.00	4.00	5.00	
	Promotional material	3.00	4.00	4.00	5.00	
	Brochures (*)	12.00		15.00		
	Ads (*)	10.00		12.00		
Media	Programme scripts	3.00	4.00	4.00	5.00	
	Web page texts	3.00	4.00	4.00	5.00	
	Interview transcripts	5.00	n/a	n/a	n/a	
Presentations	Slide texts	2.00	3.00	n/a	n/a	
	Audience notes	3.00	4.00	n/a	n/a	
	Speeches	3.00	4.00	n/a	n/a	
Reports	Company reports	3.00	4.00	4.00	5.00	
	Technical reports	3.00	4.00	4.00	5.00	
	Development plans	3.00	4.00	4.00	5.00	
	Conference papers	3.00	4.00	4.00	5.00	
	Business letters (*)	10.00		12.00		

All prices are in Euros per page (250 words) and include VAT at 18%.

Items marked (\*) carry a fixed rate irrespective of length or service.

To enquire about items not listed, please go to [www.normancborg.net/pr/queries.html](http://www.normancborg.net/pr/queries.html) or email direct to [proofreading@normancborg.net](mailto:proofreading@normancborg.net)