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## English-Language Editing for multilingual authors

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### What I Do during English-language Editing:

When I edit your journal article manuscript, I do the following tasks:

- correct grammar, spelling, and punctuation errors;
- change incorrect word choice and maintain an academic tone;
- polish your writing so that it reads as if you're a native writer of English;
- make it easier for your audience to understand your writing.

I may make a lot of changes to your writing. That's OK and it doesn't mean your writing is of poor quality. Native speakers need editing help too!

I operate Ramsey Editorial without employees, so that means you work with *me* directly. I'm the editor, with extensive editing skills and experience, who is fine-tuning your documents. I offer the following editorial services:

- Copyediting
- Developmental Editing
- Fact, Quotation, and/or Reference Checking
- Philosophical Consulting
- Proofreading
- Revise and Resubmit Consulting
- Substantive or Structural Editing

For more information about each of these services, see the appendix at the end of this document. I don't subcontract your projects to other editors. If you need an editing service that I don't provide, I will refer you to colleagues who have the required skillset.

### What You Get for My Fees: An Advocate and Ally

You may find another editing service that charges less to edit your manuscript. Journal editors look for manuscripts that are spelled and punctuated correctly. They want well-written manuscripts that follow that journal's preferences and styles. Other editing services might do that for you.

But journal editors want more than mechanically fine-tuned manuscripts. They want manuscripts that are well structured, strike the right tone, and have excellent argumentation. They also look for manuscripts that advance the field. This is my wheelhouse.

When I edit for you, I am your advocate and ally in the publishing process. I help you communicate your research to your English-speaking colleagues. I polish your manuscript so it sounds as if you're a native English writer. Moreover, when you submit your manuscript for publication, you will face competition from other academics. My two decades of experience in academia—as a published scholar, highly regarded peer reviewer, and editor—will help you stand out from the competition. Relying on my philosophical training and experience as a peer reviewer, I can strengthen your argumentation and help you anticipate criticism. I know the value of planning, establishing deadlines, and meeting them. I can help you set attainable goals and milestones for any project—even those you haven't yet started.

## How Much Will Editing Cost?

I don't post rates because each manuscript, as well as each author, is different. When estimating the cost, I assess the amount of editing needed, the scope of the project, its complexity, and its deadline. In short, I consider the amount of time I need to return a polished manuscript. I also consider other factors, such as whether you're a graduate student or underemployed.

Some of my clients prefer a flat project fee; others prefer to set a page (i.e., 250 words) or hourly rate. The choice is yours—we can discuss the cost after I have reviewed your manuscript. I also need to know how many rounds of editing you're looking for, any deadlines, and your target audience.

All fee quotes are valid for 30 days. I reserve the right to revise a quote if the size or scope of the project changes after you accept the initial quote. We'll negotiate a revised fee.

## The Process (for copyediting a journal article)

The process of editing a typical journal manuscript (8000 words) takes about one week. I perform two edits.

### The First Edit

- This takes the longest. I edit 500 to 800 words an hour, depending on how many edits I need to make.
- I make all edits in Track Changes and author queries in the comment feature.
- I email the edited document for your review and include reviewing instructions.

### Your Review

- You review my changes and answer my queries. If you aren't able to review the edited manuscript in 48 hours, please let me know as soon as possible. Otherwise, I may not be able to schedule the final edit immediately.
- Once you're finished, email it back.
- Please note: the Track Changes function in Word will be on to help me identify your edits and comments. You won't be able to use the Accept/Reject Changes function. If you don't agree with a particular edit, you can delete it, and Word will track your deletion. Likewise, if you need to add text, you can insert it, and Word will track your insertion.

## The Second Edit

- Once you return the reviewed manuscript, I clean up the file and incorporate any final changes you request. Then I read through the manuscript one last time.
- I send you the finalized manuscript materials and an invoice. You're ready to submit the manuscript!
- After receiving the invoice, please pay me, in US dollars, immediately via PayPal or TransferWise; the details will be the invoice.

Of course, this process will be different for book-length manuscripts, theses, or dissertations, or if you request a service besides copyediting. If you're interested, I can share rough outlines of these processes with you.

Did you receive a "Revise and Resubmit" (R&R)? Excellent and congrats! I offer R&R consultations—we can meet via email or video conference and come up with a revision plan. And, if you want, I can edit the revised manuscript before your re-submission.

## How to Prepare for Working with Me

If you find the above process amenable, please do the following:

- Email your manuscript materials as Microsoft Word files. Be sure to include the text, reference list, figures and tables, and cover letter. I will assess them and provide a cost estimate; we can also discuss which editorial services you'd like.
- In your email, be sure to identify the journal to which you plan to submit your manuscript. This allows me to read their "author guidelines" and a published article or two so that my editing conforms to the journal's conventions.
- I will follow up with any questions I have after my initial review of your documents.
- When I email you an estimated cost and scheduling information, I will also attach a contract for you to review.

Please keep the following in mind:

- I schedule time for your editing after we've agreed to an estimated cost.
- I often have other editing projects in process in addition to yours.
- So, please plan ahead and leave sufficient time for me to edit before a submission deadline (if there is one).

## Considerations

Hiring me to edit your manuscript does not guarantee that your targeted journal will accept it. Journal editors reject manuscripts for a variety of reasons:

- the topic doesn't fit the journal's mission,
- the manuscript doesn't engage the journal's earlier publications,
- peer reviewers say that the article doesn't contribute to the existing literature, or
- peer reviewers point to a similar thesis defended elsewhere.

I can't fix these issues by editing your writing. But, we *can* discuss strategies for addressing some of these issues, especially peer reviewers' feedback, so that you have a higher chance of success at the next journal.

If I edit your manuscript and then you make changes to it that I don't review, the journal's editor-in-chief may think that you did not have your manuscript edited by an English-language editor. I'm *not* responsible for the changes you introduced without my knowledge. Please give me the chance to review all changes that you make to the manuscript before submitting it to a journal.

Until I receive full payment for editing your manuscript, I retain copyright ownership of the work I have done on the manuscript. This means that no journal can legally publish your article if you haven't paid me for my work. Once I receive full payment, I no longer have any copyright claims to your article.

Many journals require complete transparency about authorship, funding, and editorial assistance. In the Acknowledgments section of your manuscript, please include the following sentence. *Academic editor John Ramsey (RamseyEditorial.com) provided professional English-language editing of this article.*

Remember, getting an article published can be a long process—most articles are rejected, and most articles are submitted to two or three journals before they are accepted. Most journals have an acceptance rate in the single digits.

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## Appendix 1: Definition of Services

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### Copyediting

Copyediting involves editing for grammar, usage, spelling, punctuation, and other mechanical aspects of style. It involves ensuring linguistic consistency throughout the document and an appropriate level of formality or tone. It includes rewriting or rewording of awkward or convoluted sentences so that they read smoothly and clearly.

### Developmental Editing

Developmental editing involves working with the Client to further develop either a proposal or outline, or a partial or complete manuscript. The Editor reads the proposal or manuscript and then composes an evaluation letter that addresses the elements of good writing within the specific genre, including but not limited to structure, argumentation, narration, tone, characterization, and voice. This evaluation letter will assess the manuscript's strengths and weaknesses; it often includes a proposal of revisions and a provisional schedule for producing a final project.

### Fact, Quotation, and/or Reference Checking

These activities involve confirming the accuracy of facts asserted in the Client's manuscript, the accuracy of quotations, and the details of literature citations as well as conforming references and notes to a particular style such as *Chicago*, APA, or MLA.

### Philosophical Consultation

Set meeting times to discuss (virtual or in person) the philosophical elements of the Client's writing, nonfiction or fiction. The aim is to deepen the Client's treatment of these elements by engaging major thinkers, concepts, or ongoing philosophical debates.

### Proofreading

Proofreading may take one of three forms that require checking a product against its original source.

- Comparing a product with its source material to identify any missing or misplaced information. For example, comparing a website with the file or copy used to produce the content of the website.
- Checking a printer's proofs to identify and correct mechanical or other production errors so that the final product is free from errors introduced during production.
- Examining a manuscript that has *already been edited* to catch spelling mistakes or deviations from a style sheet, to ensure page numbers and page- or line breaks are correct, or to confirm that final edits by authors and editors have been incorporated in the final product.

## “Revise and Resubmit” (R&R) Consultation

This service involves meeting (video conferencing or email) to discuss the peer reviewers’ feedback regarding a “revise and resubmit” decision from a journal and determine a revision plan. Subsequent rounds of editing fall under copyediting or other service.

## Substantive or Structural Editing

The form of editing involves heavy editing of a manuscript to ensure that both the content and structure are effective. This process involves rewriting where necessary to improve the clarity of the text and restructuring whole paragraphs or sections to improve the organization and flow of the text. No new material will be written, although the Editor may revise the manuscript heavily. Instead, if new material is needed, the Editor will discuss with the Client what might be added and develop a plan for revising or restructuring the manuscript.