

# *Ashton Editorial Consulting*

## EDITORIAL AND WRITING SERVICES

Email: [REDACTED]

### Services

#### Editing and writing

- Copy-editing: correct documents at a late stage of the writing process for spelling, grammar, and consistency errors, highlight any repetition, check overall relevance, and ensure a specific journal's/publisher's submission and style requirements are met.
- Developmental/technical editing: work on a document in the early stage of the writing process to assess and make suggestions about or changes to the structure, overall sense, relevance, flow, and order of the text. Ensure that key messages are clearly stated and that important concepts (to the client, field, and publication/readers) are included. Suggestion or research new supporting references, tables, and figures is possible on request.
- Rewriting: use previously written documents as the basis for other pieces, such as journal articles or book chapters, for instance by shortening or extending the text or expanding specific ideas. Create a scope and framework for each new piece based on the client's and specific journal's/publisher's requirements, including key messages and important concepts. Perform relevant research and suggest new supporting references, tables, and figures.
- Writing: establish topic, key messages, important concepts (to the client, field, and publication/readers), and datasets with the client and create a potential framework and structure for the piece. Perform literature searches, write full text, abstract, key points, etc, compile a reference list, and suggest/create/obtain supporting tables and figures, including permission for use (any incurred permission costs to be met by client).
- Document collation: create one document from others by extracting relevant information and presenting it clearly and logically. Ensure that display items, references, and appendices are all cited correctly and without repetition, and obtain permission for use if needed (any incurred permission costs to be met by client).
- Report writing: attend meetings and makes notes to convert to meeting reports.

#### Other services

- Journal searches: search for relevant journals to which to submit specific papers.
- Revise articles in line with peer-review reports: correct errors (including spelling, grammar, and consistency), search for relevant additional material and supporting references, and alter structure by adding, cutting, or re-ordering.
- Proofreading: read proofs for minor spelling, grammar, and consistency errors, and check that corrections from the previous version(s) have been correctly incorporated.

More than one type of activity might be relevant to a given project. Agreement on the client's brief and the approach to be taken should be provided in writing and signed by both parties at the start of

the project with use of the form below. Substantial changes to requirements during the project (and associated additional time and costs) should be requested, set out in a new form, and agreed in writing, with as much notice as possible, before proceeding. Drafts may be requested by the client at any stage during the editing/writing process, and resulting changes, corrections, and updates will be made as required. Invoices may be provided monthly or at agreed stages of the project, as preferred, but timings should be agreed in advance of work starting.

## Project proposal

**Title:** Writing and editorial support

### Project

Provide writing and editorial support for project including but not limited to:

- publications
- reports
- blogs
- guidelines

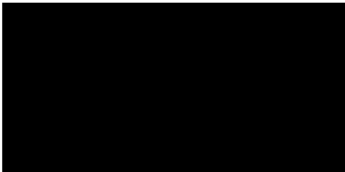
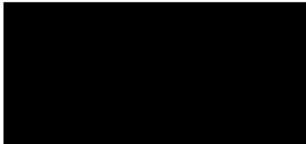

**Maximum cost**  
£10,000

This amount might be subject to change if the client alters the brief or requirements without discussion or in ways that extend the project.

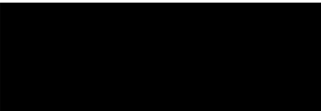

### Payment

Invoice(s) will be issued after as appropriate per project. Payment must be received within 30 days of each invoice being issued; I exercise my statutory right to claim interest and compensation for debt recovery costs under late payment legislation if invoices are not paid according to agreed credit terms.

I (the client/on behalf of the client) agree to the project proposal as set out above.

	Printed name	Date
		 25 March 2022

I (the freelance) agree to the project proposal as set out above

Signed	Printed name	Date
		March 25, 2022