

## Checklist for Students Ready to Hire an Editor

<b>Task</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
<b>Supervisor has approved content.</b> <i>If you are looking to cut costs, then it is very important to make sure that there will be no substantive changes to your document, otherwise all the work that you pay for will be pointless when new or revised material has to be edited twice.</i>			
<b>Citations cross-checked against references.</b> <i>We do this, but it takes time, and therefore adds to the cost. If your citations match your references more closely, then it takes the editor less time.</i>			
<b>Reference style more or less followed.</b> <i>Know your formatting style and make sure that you have followed it as best you can. This will help your editor work faster when they get to the references.</i>			
<b>Formatting more or less OK.</b> <i>We recommend that you don't insert styles or formatting until the document is ready to be edited. If different chapters are in different styles, formatting of the whole document becomes very difficult.</i>			
<b>UK or US spelling and punctuation?</b> <i>Tell your editor what conventions you are using. And run a spell-check before you send it.</i>			
<b>Plenty of time allowed.</b> <i>Allow two weeks for a master's dissertation and three to four weeks for a PhD thesis. Editors like to take some time over a document so that they become familiar with the material and don't get so tired that they can't see obvious problems in a document.</i>			
<b>Track Changes understood.</b> <i>Do you know how to use Track Changes: how to accept or reject changes and how to respond to comments? Don't send a document to your editor that still has unresolved Track Changes issues or comments.</i>			
<b>Terms and cost agreed with editor.</b> <i>It's best to sort these out at the beginning to avoid problems later.</i>			

### Cutting Costs

1. If you understand formatting very well, you can tell the editor to ignore it. They will point out any problems, but will not correct formatting issues themselves.
2. If you are confident that you have done your references correctly, then you can ask your editor to leave those alone, too. Or you can ask your editor to point you to an online resource so that you can follow examples and get your references and in-text citations in the correct format.
3. There are numerous YouTube videos about how to use Track Changes; here are three:  
<https://www.youtube.com/watch?v=-J-3OTDrs8>  
<https://www.youtube.com/watch?v=m-K0FIZPwCM>  
<https://www.youtube.com/watch?v=m7tmsWN6uH0>

Mafoko is happy to have a pre-edit chat or Zoom or whatever with you before we begin.