

The logo for Matador, featuring the word 'Matador' in a stylized, bold, black font.

Serious Self-Publishing



# Copy Editing and Proof Reading

We offer authors the option of having their book professionally copy edited *and/or* proof read. It may be that you decide to have only a copy edit and to proof read your manuscript yourself, or you may opt for both services.

These are two very different processes, however, so before you decide which (if any) is right for your book, we feel it is important that you are clear about exactly what the differences are between a copy edit and proof read.

## Copy Editing

The copy editing process is carried out on your manuscript, *before* it is typeset. A copy edit involves an independent editor working through your manuscript and checking things like incorrect spelling, poor grammar, consistency in the use of punctuation and formatting. In addition, the copy editor will check for consistency of character and plot, and will highlight anything that they feel is repetitive or unclear. The copy editor will *not* rewrite your text, nor comment upon your plot or writing.

The copy editor will work on a copy of your manuscript on screen (usually in Microsoft Word), and will mark corrections and suggested changes on the manuscript using the 'Track Changes' function. In this way you will be able to see any changes made when the copy edit is returned to you. The copy editor may also provide global notes for you to consider. The electronic manuscript is then sent back to you so that you can see the changes suggested and either accept them or not, as you see fit. It is *your* decision on what changes you wish to accept from the copy editor. It is this final version of your manuscript – that you have checked and subsequently returned to us post-copy edit – that we then use for typesetting.

## Proof Reading

Should you opt for a proof read, this is done *after* your manuscript has been typeset. A proof read is a final check through by a reader to ensure that there are as few errors remaining in the typeset text as possible. The proof reader will check your typeset book, looking for any remaining typos, punctuation errors or errors introduced by the typesetter. A word, sentence or paragraph will only be altered if an editor deems it to be incorrect in terms of spelling or punctuation. A proof reader will *not* alter anything to improve the sense, plot consistency, sentence structure or grammar that you have used.

*A proof read is not a substitute for a copy edit* – if you feel that your manuscript needs attention in terms of grammar, consistency and punctuation then you should opt to have it copy edited *before* it has been typeset.

The marked printed proof read proofs are then sent to you so that you can see what the reader has corrected. You should then return these proofs to us, along with your own checked proofs, so that we can take amendments into the master typesetting files.

[www.troubador.co.uk/matador](http://www.troubador.co.uk/matador)

**Options...**

*If you decide to opt for only one of our editorial services, we strongly recommend that you have a copy edit.* The copy edit is more comprehensive than a proof read, and a copy edited manuscript usually results in a book that is better overall.

At Matador we use in-house copy editors and proof readers wherever possible. Our Editorial Department only uses external freelance editors or proof readers with whom we have an established regular relationship, and whose work we know and trust. Our in-house editorial team is very experienced working on both fiction and non-fiction manuscripts.

A copy edit and/or proof read generally takes between two and three weeks to be completed, depending on the length of the manuscript and how busy we are at the time. As the copy edit or proof read is returned to you to check, you will also need some time to check the work done. Please therefore build the additional time required to carry out a copy edit or proof read into your overall production schedule.

**If you would like more information please contact us  
editorial@troubador.co.uk  
0116 279 2299**