



Service # 1 - Copy Editing

A copy edit will improve accuracy and overall readability. It involves checking for grammar, spelling, punctuation, and syntax errors, as well as ensuring consistency in style and tone. A copy edit also verifies facts.

What to Expect

- Error-Free Text
- Consistency
- Clarity and Readability
- Fact-Checking
- Adherence to Guidelines (APA, MLA, etc.)

Service # 2 – Content (Developmental) Editing

A content, or developmental edit, encompasses all of copy editing but goes a step beyond with a thorough review and revision of a document to improve its overall structure, clarity, and effectiveness. This process focuses on the big picture elements such as organization, coherence, and content flow, as well as ensuring the material is engaging and suitable for the target audience.

Edits are reviewed in no more than 2 evaluative video sessions (1 hour or less) with the writer.

What to Expect

- Copy Editing
- Structural Review
- Content Flow
- Audience Suitability
- Content Enhancement
- Feedback and Suggestions

Service # 3 – Transcription

Transcription is the process of converting spoken words from audio or video recordings into written text.

What to Expect

- Precise Written Version of the Spoken Content
- Clear Formatting
- Speaker Identification
- Proofreading
- Confidentiality

Service # 4 – Ghost Writing

Schedule a **FREE** Consultation - <https://calendly.com/msussinteaches/20min?month=2026-02>

Editing Pricing

- There is a **\$50 non-refundable retainer fee** assessed for all editing projects exceeding 3,000 words.
- **7,500 words or less:** \$0.05 per word
- **Copy Editing:** \$0.03 per word (7,501+ words)
- **Content Editing:** \$0.06 per word (7,501+ words)

Title page, table of contents, dedication and any other page that is included in the compilation of the completed work is considered a page of writing, as they will be edited for grammatical correctness.

Transcription Pricing

- There is a **\$50 non-refundable retainer fee** assessed for all transcription projects exceeding 20 minutes.
- \$1.50 per minute

The Editing Process

The Microsoft Word review feature is employed for all edits. The writer can expect thorough track-change commenting throughout the document.

Submitting Your Document

1. The writer should submit his/her **COMPLETED** document via e-mail to ianthasinsight@gmail.com. If the writer is even slightly unsure that the written work is complete, believing that s/he will later add writing with hopes of those additions being edited, s/he should not submit the document.
2. The document should be a **Microsoft Word** attachment to the e-mail. It **SHOULD NOT** be typed or pasted directly into the e-mail, and it **SHOULD NOT** be a PDF attachment.
3. The document should be typed in *Times New Roman, 12 pt*. If it is not submitted with this point and font, it will be converted before fees are calculated and before edits begin.
4. The subject line of the e-mail should read either “*Copy Editing*” or “*Content Editing*” to denote the desired service.
5. A confirmation e-mail will be sent upon receipt of the document.
6. After a review of the document, a second e-mail will be sent that will include...
 - a. a note of acceptance or declination of the project.
 - b. the final fee assessed for editing the project, if it is accepted.
 - c. directions for making a 50% deposit (plus \$50 retainer fee) for the editing project so work can begin, if it is accepted.
 - d. an expected return date for the edited work, if the work has been accepted.
7. Edits begin upon receipt of the deposit and retainer fee. Final edits are returned to the writer once final payment is received.

The Transcription Process

All recorded material will be transcribed into a Microsoft Word document (*Times New Roman, 12 pt*) and returned to the client via e-mail upon completion.

Submitting Your Document(s)

1. Digital files can be submitted one of three ways:
 - a. e-mailed as an attachment(s) to [**ianthasinsight@gmail.com**](mailto:ianthasinsight@gmail.com).
 - b. shared via Google drive with [**ianthasinsight@gmail.com**](mailto:ianthasinsight@gmail.com).
 - c. shared via Dropbox with [**ianthasinsight@gmail.com**](mailto:ianthasinsight@gmail.com).
2. The subject line of the e-mail or share should read “*Transcription*” to denote the desired service.
3. Physical files can be mailed through the US Postal Service. Please include the client’s first and last name and email on a note inside the package.

***Iantha’s Insight
P.O. Box 15532
Augusta, GA 30919***

4. A confirmation e-mail will be sent upon receipt of the document(s).
5. After a review of the document(s), a second e-mail will be sent that will include...
 - a. a note of acceptance or declination of the project.
 - b. the final fee assessed for transcribing the document(s), if accepted.
 - c. directions for making a 50% deposit (plus \$50 retainer fee) for the project so work can begin, if accepted.
 - d. an expected return date for the transcription, if the work has been accepted.
6. Transcription begins upon receipt of the deposit and retainer fee. Final transcription is returned to the client once final payment is received.

Questions or Concerns

If you have any questions or concerns throughout the editing/transcription process, please feel free to e-mail those questions and/or concerns.