Dr. Sarah Poynton

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Process:

1. Client sends me an email with all the files as Microsoft word documents: text, refs, figures, and tables, and informs me of the deadline
2. I look though the work and estimate the amount of time needed and the costs.
3. I charge by time rather than number of words. For a typical manuscript, I can edit 3 pages of double spaced, 12 pt font, text in 1 hour.
4. Charges depend on turnaround time, and type of client. I have lower rates for students who pay privately than for large institutional clients. Standard rates (assuming a 2 – 3 week turnaround) are lower than urgent rates (2-3 days).
5. I send an email to the client with time and costs estimates for their approval.
6. After receiving acceptance of my terms, I begin the edits. The client can choose to receive the edits section by section, or upon completion of the entire manuscript.
7. A bill is send within 48 hours of completion of the edit, with payment accepted in cash, check, international wire transfer, or via inter-department transfer if the client is a Hopkins department.
8. My edits cover content, form and style, and are done using the track changes tool of Microsoft Word. Extensive comments are written in a separate file.