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How much should i charge for proofreading uk

Proofreading | Copy-editing | French to English translation | Medico-legal proofreading Proofreading and proof-editing I proofread on paper or onscreen. On paper, I can use the BSI proofreading symbols or any system you prefer. Onscreen, I can work in Word (using track changes and/or comments boxes), on PDFs in Adobe Acrobat or PDF X-Change, and directly in InDesign files, depending on your preference. Copy-editing I copy-edit onscreen, in Word (using track changes and comments boxes), on PDFs in Adobe Acrobat or PDF X-Change, or directly in InDesign files, depending on your preference. Fees for proofreading and copy-editing can be calculated as an hourly or daily rate, per 1,000 words or for a whole project. Because clients' needs vary hugely, so do my rates, which can range from £13 to £35 per 1000 words, and is at the higher end for non-native English and technical English. As a rough guideline, my day rate is between £260 and £400. Urgent work (same day or next day turnaround) and evening and weekend work incur a 50% additional charge. And I have a minimum fee of £40 per job. How much can I proofread or copy-edit in one hour? I always ask to see the text (or a sample) before giving a quote as there are many variables involved, particularly for copy-editing. However, the SfEP provides a basic rule of thumb of 3,000 words per hour for straightforward proofreading. Translation (French to English) Fees can be calculated as an hourly or daily rate, per word or for a whole project. However, each project is assessed individually as many factors affect how long a job will take. As a very rough guide, rates are in the range of £95 to £140 per 1,000 words of French, which is in line with the Society of Authors' guidelines. Transcription I do mostly medical and medico-legal transcription but have experience in other areas, including video. Depending on the quality/difficulty of the original audio, fees may be calculated per audio minute, per transcribed word or per hour of work. Please bear in mind that difficult or poor quality audio takes considerably longer to transcribe. Factors that affect difficulty or quality are: specialised vocabulary, speaking too quickly, background noise, muffled or quiet recording, strong accents, unclear or unstructured speech, several speakers, and speakers interrupting each other. As a guideline, one hour of medical or medico-legal audio of average to good quality takes from 4 to 7 hours to transcribe. "Etty is a great proofreader: she pays close attention to the text, is thorough in her reading, flags problems early and always returns proofs on time. I’m consistently impressed with her queries, suggestions and the care she takes. Added to this, she’s a joy to work with." EE, Focal Press. "She is very easy to communicate with and surprises me with the thoroughness of her work and the errors she notices that have slipped past several other people." SP, Routledge. If you’re hoping to become a proofreader, or searching for reliable information on the cost you can expect when hiring a proofreader, then you might be a tad overwhelmed by the contrasting information online — are rates per hour, per word, per 1,000 words? — and by the very different averages provided on each site. We’ve drawn our data from over 9,000 quotes given by experienced editors and proofreaders on the Reedsy Marketplace, so we can confidently offer you the average freelance proofreading rates in the publishing industry below. And we’ve thrown in some tips for freelance proofreaders on deciding how to charge, in case you needed them! Average freelance proofreading rates How much should you charge for proofreading, per word or per 1,000 words? Below you will find the average proofreading rates charged by Reedsy’s professionals for different genres of writing: Genre Proofreading Cost per Word Proofreading Cost per 1,000 Words Memoir $0.012 $12 Business, Self-Help $0.0125 $12.50 Romance $0.01 $10 Thriller, Crime, Mystery $0.01 $10 Sci-Fi and Fantasy $0.01 $10 Young Adult $0.0095 $9.50 Historical Fiction $0.011 $11 Literary Fiction $0.011 $11 Children's Middle Grade $0.01 $10 We’ve also created a rates calculator for anyone (whether proofreader or potential client) who wants to find out the expected cost of proofreading a book, depending on the genre and length of the manuscript. How much do proofreaders make? In terms of wages, you might want to look at hourly wages. What is the hourly rate for proofreader? Here are some data points worth checking out: Statistics from the US Labor Department’s Bureau of Labor Statistics show that in 2020, the mean hourly wage of employed proofreaders was around $21.50. Those who proofread in the legal and public relations fields tend to earn higher than those working in publishing, and the annual proofreader salary typically falls within the $30,000-$50,000 range. Freelance proofreaders who offer copy editing and copywriting services alongside proofreading set higher rates. In combining these services and maintaining constant business, you can earn as much as you’d do with full-time employment. So far we’ve covered both per word rates and hourly rates — but what should you go by as a freelancer? Let’s see what the smartest way to go about setting your proofreading rates is. How to set your proofreading rates Using the averages in the tables above as baseline rates, here are five steps to determining what you want to charge your proofreading projects: 1. Decide to set per word or per hour (hint: go with per word!) While people like to use hourly rates to make it easy to compare between different professions, it’s not the most efficient approach for proofreaders, especially those working with long-form content. As a newcomer to the trade, it’s difficult to gauge how long a project will take and pick a rate that appropriately reflects your work’s quality. Clients understand this — they are less likely to sign a contract with a proofreader offering an hourly quote to avoid the risk of paying for services that aren’t as efficient as they’d like. So when is an hourly rate a good idea? When you’re working on a manuscript that’s in terrible shape, or one that requires more specialized proofreading (think scientific papers or historical pieces) — in other words, a manuscript that would require more of your time and care. In such a case, an hourly rate could account for that. However, even if you charge for proofreading services by the word, you can still account for these nuances — and here's how. 2. Determine the amount of work with a sample proofread Not all manuscripts are created equal, which is why it's important to get an accurate overview of any project that you plan to take on. Before you send out a freelance quote for the project, ask for an extract from the manuscript, and do a sample proofread. This helps you to estimate how much work needs to be done, and the client to get an idea of your abilities. Proofreader Leonora Bulbeck bases her rates on the samples clients include in their briefs on Reedsy: “I set each sample file to the same font and font size (Times New Roman, 12pt), double spaced. If possible, I do three pages, and then look at how many amendments I have done (this is easy using Track Changes). I divide this by three to get the average number of edits per page. This average is then my key number for setting my rate for that particular client.” In other words, the more mistakes there are, the more correcting you will have to do — and the higher the rate you should charge. Deadlines become important only when your client has left things to the last minute. If you’re asked to do your job extra quickly, you can raise your rates. As a rule of thumb: projects of 10,000 words should be done within five days. Anything faster than that (if it’s doable given your current workload) should come with extra compensation in addition to your baseline rate, since you’ll be working in your personal time. You should also let clients know when they have unrealistic expectations. As an experienced freelance proofreader, you’ll be staggering multiple proofreading jobs at any given time, so projects with longer word counts are unlikely to be turned over in a few days. Adjusting a client’s expectation in a professional manner can help make the negotiation go more smoothly — and can safeguard your own mental health, protecting you from burnout. 4. Account for your experience As with all kinds of services, the more experienced you are, the more expensive your service can be. A proofreader with more experience is more familiar with standard formatting and language presentation rules (from punctuation to capitalization). You may offer both US and UK English proofreading, be used to conventions in the genre, and be less likely to miss out on small details — all of which calls for better compensation. We at Reedsy encourage professionals to review and update baseline rates at least on a yearly basis in order to recognize this professional growth. 5. Defend the case for your rate Oftentimes, the hardest about setting your rates actually comes after you send out a freelance proposal and quote, when the client responds to it by saying that the rate is too high. Some clients set unrealistic expectations when it comes to proofreading costs, some may hope to minimize costs. In the face of this opposition, even when the client is polite, it’s not easy to stand by your rates. Freelancers — experienced ones included — tend to hold on to the thought that any client is better than none, even if it means you undersell yourself a little. But you deserve to be paid fairly for the expertise and service that you offer. So come into negotiations ready to make your case for your quote. Remember that you are the expert: you have the knowledge to help clients and, with the research done, you understand industry averages better than anyone. Politely explain the factors you’ve accounted for when coming up with your rate, and most clients will understand. These five steps help you set fair proofreading rates for both yourself and your client. Remember that every project is different, and that you are gaining experience all the time — your earning should reflect that! Follow us on LinkedIn to get more tips on how to become a successful freelancer in the publishing world!

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