



Technical Editorial Services Rates:

Specialist editorial services are offered in all areas of editing up to and including content creation.

We accept Word or Google docs format for written materials, as well as PowerPoint™ and PDF format for Posters and Audiovisual content. We do not accept picture files such as JPEG, TIFF, PNG or others.

Editing, unless otherwise indicated; applies only to written content. Apteryx Media, its owners, employees and representatives are not responsible for typesetting, display, document length or graphic design properties of documents, which are the sole responsibility of the Content Creator with the following limited exceptions:

- Where content creation, graphic design, display and/or content creation are part of a contract and provided by Apteryx Media.
- When a client opts for “Final Proofing”.

Internal consistency such as accurate tables of contents, numbered or labeled tables and figures, in-line referrals (e.g. Figure 2 on page 4), footnotes and references, are the sole responsibility of the Content Creator with the following limited exceptions:

- Where internal consistency is part of a contract.
- When a client opts for “Final Proofing”.

Proof reading services for final [approved] theses at Honors and Graduate level immediately prior to submission will not alter typesetting, display, pages or page numbering.

LETTERS

We charge \$75 to create one- or two-page letters, up to and including developmental editing and graphic design. Standard turnaround time: seven (7) days or more. Please contact us for individual pricing.

Apteryx Media charges \$50 to proofread and copy-edit letters of application, or other personal and professional communications up to and including two pages (single spaced). Please specify the purpose of the letter upon submission. Standard turnaround time: seven (7) days or less.

We do not write any type of legal letters.



RESUMÉS

We can create resumés, up to and including developmental editing and graphic design to desired template, color palette.

We can also proofread and copy-edit existing resumés of 3 pages or less.

Separately, we can provide typesetting and graphic design services for an existing re-resumé.

PERSONAL STATEMENTS

Apteryx Media will proofread and copy-edit stand-alone personal statements intended for admissions or entrance applications to post-secondary or other educational institutions, as well as for specialised program applications. Please specify the purpose of the personal statement upon submission.

CURRICULUM VITAE (CVs)

We create CVs from scratch of 15 pages or less. Please contact us for individual pricing.

We can also proof read and copyedit each full *curriculum vitae* (including Canadian Common *Curriculum Vitae*, CCV) of 15 pages or less.

For CVs longer than 15 pages, please contact us for personalized pricing, and timeline.

ESSAYS and FORMAL REPORTS

For one of our writers or editors to create a formal report, please contact us for contract pricing at consulting@apteryxmedia.com

We proofread and copy-edit formal reports up to 15 pages (1.5 or 2X line spacing).

We offer a separate, faster service for proofreading only of a final essay or formal report immediately prior to submission. Proofreading will include: spelling and grammar, checking the internal/in-line accuracy of references to Tables and Figures (table of contents, table of figures etc are correct; page numbers referred to in-line in the text are correct e.g. Table 4 on page 15); that table/figure numbering is continuous; that fragment paragraphs (“Widows and Orphans”) do not occur. Footnoting and reference lists will be proofed. Standard turnaround time: seven (7) days or less. *We do not accept resubmissions for final proofreading services.*

For reports longer than 15 pages, please contact us for personalized pricing, and timeline.



GRANT APPLICATIONS, SCHOLARSHIPS, PITCHES AND PROPOSALS

For one of our writers to produce a grant application, pitch or proposal please contact us for contract pricing at consulting@apteryxmedia.com

We proofreading and copy-edit grant or scholarship applications, to a maximum of 15 (fifteen) electronic pages that are presented in 1.5 or 2X line spacing. Proofreading will include the reference list.

Please enquire for personalized pricing and timelines if your submission is:

- Less than five (5) electronic pages at 1.5 or 2X line spacing, or
- Longer than 15 electronic pages (1.5 or 2X line spacing),

We can provide proofreading only of a final grant/scholarship/pitches/proposals immediately prior to submission. Proofreading will include: spelling and grammar, checking the internal accuracy of references to Tables and Figures (table of contents, table of figures *etc* are correct; page numbers referred to in-line in the text are correct e.g. Table 4 on page 15); that table/figure numbering is continuous; that fragment paragraphs (“Widows and Orphans”) do not occur. Footnoting and reference lists will be proofed. *We do not accept resubmissions for final proofreading services.*

THESIS PROPOSALS

We can proofread and copy-edit thesis proposal drafts up to 20 pages (1.5 or 2X line spacing). For proposals longer than 20 pages, please contact us for personalized pricing..

We can also proofread a final thesis proposal immediately prior to submission. Final proofreading will include: spelling and grammar, checking the internal accuracy of references to Tables and Figures (table of contents, table of figures *etc* are correct; page numbers referred to in-line in the text are correct e.g. Table 4 on page 15); that table/figure numbering is continuous; that fragment paragraphs (“Widows and Orphans”) do not occur. Footnoting and reference lists will be proofed. *We do not accept resubmissions for final proofreading services.*

For proposals longer than 20 pages, please contact us for personalized pricing, and timeline.



HONORS, MASTERS OR DOCTORAL GRADUATE THESES

We can proofread and copy-edit draft Undergraduate (Honors) and Graduate (Masters, Doctoral or similar) theses of up to 250 pages (1.5 or 2X line spacing). Proofreading will include the reference list.

For proofreading only of a final [approved] thesis immediately prior to submission, we include: spelling and grammar, checking the internal accuracy of references to Tables and Figures (table of contents, table of figures *etc* are correct, page numbers referred to in-line in the text are correct e.g. Table 4 on page 15); that table/figure numbering is continuous; that fragment paragraphs (“Widows and Orphans”) do not occur. Footnoting and reference lists will be proofed. *We do not accept resubmissions for final proofreading services.*

For theses longer than 250 pages please contact us for personalized pricing and timeline.

TECHNICAL, SCIENTIFIC OR MEDICAL MANUSCRIPTS

For one of our writers to produce a technical, scientific or medical manuscript, please contact us for contract pricing at consulting@apteryxmedia.com

We charge \$400 for proofreading and copy-editing of draft biomedical, medical, scientific and technical manuscripts prior to journal submission, including the reference list. Standard turnaround time: fourteen (14) days or less.

For proofreading only of a final manuscript, or response to authors immediately prior to submission, we charge \$150. Final proofreading includes: spelling and grammar, checking the internal accuracy of references to Tables and Figures (table of contents, table of figures *etc* are correct, page numbers referred to in-line in the text are correct e.g. Table 4 on page 15); that table/figure numbering is continuous; that fragment paragraphs (“Widows and Orphans”) do not occur. Footnoting and reference lists will be proofed. Standard turnaround time: seven (7) days or less. *We do not accept resubmissions for final proofreading services.*

POSTERS, FLYERS, HANDOUTS, RACK CARDS AND OTHER MATERIALS

We can create novel posters, single- or double-sided and multi-fold advertising, educational and awareness materials, up to and including complete production and graphic design. Proof of permission to use logos or branded content must be provided (e.g. proof of employment for corporate branding). Please contact us for individual pricing.



We can also proofread and copy-edit posters and other advertising, educational and awareness materials. These must be submitted as a single page, single file in Word, Powerpoint™ or Adobe Acrobat.

Separately we can proofread materials only (no copyediting) immediately prior to printing for: spelling and grammar, checking the internal accuracy of references to Tables and Figures (Tables/figures have legends, Legends are descriptive (error bars, stars etc), figure numbers referred to in-line in the text are correct e.g. Figure 2 shows); that table/figure numbering is continuous; bleeds for printing are appropriate and so on. Footnoting and reference lists will be proofed. *We do not accept resubmissions for final proofreading services.*

POWERPOINT OR OTHER AUDIOVISUAL PROJECTED PRESENTATIONS

We can create audiovisual presentations, up to and including developmental editing and graphic design. The client supplies content, and indicates preferred color palette or provides standardized or branded slide template. Content must be supplied complete with any figures, tables or other display items, including corporate or other logos. Proof of permission to use logos or branded content must be provided (e.g. proof of employment to use company branding).

We can proofread and copy edit Powerpoint™ or other visual presentations, and as well we can proofread only a final audiovisual deck immediately prior to usage. Final proofreading includes: spelling and grammar, checking the internal accuracy of references to Tables and Figures, that Tables/figures have legends and legends are descriptive (Title, error bars, stars etc), that table/figure numbering is continuous; and so on. Footnoting and reference lists will be proofed. *We do not accept resubmissions for final proofreading services.*

For presentations longer than 50 slides, please contact us for personalized pricing, and timeline.

RESUBMISSIONS

Resubmissions are charged between 50% and 75% of the initial submission cost. Please see current charges on our **Editorial Services Matrix**. To be eligible for this service, the second and subsequent submissions must be a version of the original that has been produced entirely by Apteryx Media or by a Content creator, and revised to incorporate editorial changes and suggestions, and/or to incorporate changes made by the contracting client/original author.



Resubmissions receive priority turnaround, but precise timing will be communicated by your editor.

Resubmissions are not accepted for final proofreading services.

Resubmission rates as a percentage do not apply to graphic design. Graphic design rates are charged for display or design changes to order, on a case-by-case basis.

ENQUIRIES AND SUBMISSIONS

If you would like to know anything further, please contact: editor@apteryxmedia.com with your name and the topic in the “subject” line.