

Services Provided

Misty Mind as a service provider may use 3rd party vendors as they see fit.

Categories of content and services

Category	Rate	Fee item	Type of Service	Type of content
1	R0.50	per word	Light Editing	Any fiction or non-fiction not mentioned in Category 4, 5, and 6
2	R1.20	per word	Medium Editing	Any fiction or non-fiction not mentioned in Category 4, 5, and 6
3	R0.35	per word	Proofreading	All types of content
4	R1.50	per word	Editing Specific Content (A)	Blog content, Website content, Magazines, Newspaper
5	R1.70	per word	Editing Specific Content (B)	Business and Corporate documents, policies, and company portfolio
6	R3.00	per word	Editing Specific Content (C)	Training manuals, Work Instructions, Academic Theses, and Government documents
7	R1.20	per word	Translation	Translations: English and Afrikaans only
8	R1.20	per word	Comment/Critique Reading	All types of content
9	R300	per month	Basic Website Administration per website with 10 or less pages. (more pages will required a quotation)	Depending on your needs. Our service includes system updates and back-ups, layout setup, text & image edits. Blog updates, quality checking of content, new page creation, monitor uptime, respond and monitor comments.
10	R250.00	per lesson	Learner Assist Program for Grade 12 subjects	The Learner Assist Program provide tutoring for Grade 12 learners. Not all subjects are available. Group discount available for 2 or more students. The tutoring session is 3 hours in duration and will only be confirmed when we have 3 or more learners to participate.

Service descriptions

CATEGORY 1 – LIGHT EDITING

Refers to enhancing writing to make sure the target audience understands the intended message in the style that is required and is fit for purpose.

This editing includes checking for:

Content and structure

- the content is complete
- the structure is appropriate for the content
- active headings are used
- Sentence and paragraph structure and phrasing

- errors in spelling, punctuation, grammar, style, and usage are checked
- the flow of the writing is enhanced with the reader in mind

Consistency and appropriateness of language

- the language is appropriate for the target audience
- terms are used correctly and consistently
- the choice and consistency of alternative spellings, hyphenations, italics, capitals, units of measurement, and symbols are checked

CATEGORY 2 – MEDIUM EDITING

This editing includes everything stated in Category 1 and the following:

Formatting of headings, paragraphs, images, and effectiveness of links

- headings and paragraphs are formatted consistently using Word styles
- images support the text and include clear captions
- the table of contents matches the headings and page numbers
- footnotes are correct
- clickable links work

Accuracy

- misquotations, factual errors, misspelt names, misused words, numbers that don't add up, and incomplete references are checked or queried
- Anything that does not seem to make sense is queried. However, the author is ultimately responsible for what they write.

CATEGORY 3 - PROOFREADING

Proofreading is a final check to make sure that there are no errors that could detract from the published work, and that the work looks polished and professional. It is usually the final step before publication, after all other levels of editing have been completed.

Proofreading includes the final checking and correcting:

- Spelling, following whichever convention is decided on
- Punctuation
- Grammar
- Typing mistakes
- Overall consistency throughout the document of spelling as well as of fonts, page numbers, headings, line spacing, and numbers relating to references, contents diagram lists, etc.

Proofreading does not include copy-editing (unless a sentence is grammatically incorrect, it will not be changed for style reasons). If extensive changes are needed, they will first be discussed with you. Proofreading also does not include indexing, page layout/design, and seeking permissions for the use of referencing.

CATEGORY 4 - Editing Specific Content (A)

Includes editing of specific content such as stated in the Fee Structure, to enhance:

- readability, conciseness, and clarity
- errors in spelling, punctuation, grammar, and style
- headings, layout, and paragraphs are formatted consistently
- images support the text, with clear captions
- the table of contents matches the headings and page numbers

- footnotes are correct
- clickable links work
- Comment to improve word choices, rewording and paraphrasing to ensure a professional tone,
- Improving the flow of readability,
- Comment on terminology and jargon, and
- Removal of repetitive or redundant language.

This editing does not include extensive rewriting or restructuring, ghostwriting, proofreading, text or cover design, indexing, research, copyright permissions, or project management.

CATEGORY 5 - Editing Specific Content (B)

This editing includes everything stated in Category 4 but at a different rate due to the type of content.

CATEGORY 6 - Editing Specific Content (C)

This editing includes everything stated in Category 4 but at a different rate due to the type of content.

CATEGORY 7 – TRANSLATION OF TEXT

This service is currently only available for translation to and from English and Afrikaans.

CATEGORY 8 - COMMENT/CRITIQUE READING

Comment or critique reading will ensure that a document keeps the reader in mind, and makes written information clear, accurate, and easy to understand.

This service includes:

- using plain language techniques to rewrite your document without losing the intended tone and content
- randomly checking 1-5 facts and references in the document/book/publication
- basic fact-checking, references, and formatting
- commenting on the content and functionality of the document, whether it is achieving what is intended, and whether it meets the needs of the audience.

For Category 9 and 10 refer to table above

Additional notes

As far as possible any instances of plagiarism or breach of copyright, discrimination, sexism, or racism will be brought to your attention. However, the responsibility for these remains with the writer and publisher.

Copyediting does not include extensive rewriting or restructuring, ghostwriting, proofreading, text or cover design, indexing, research, copyright permissions, or project management.

Our service does not include checking for misquotations, factual errors, misspelt names, misused words, numbers that don't add up, and incomplete references.

If and when we pick up on the above elements we will bring it to your attention and where possible, provide an opinion on questionable material as soon as it is discovered.

The printing cost of the manuscript that will require editing will be for your cost.

Timing

The date of the start of the project depends on the availability in our schedule and will be confirmed at the time the quote is accepted. You will need to send all material required to complete the project (as advised by our administrator) before 9.00 a.m. on the day of the agreed start of the project. The project may be canceled/postponed if all documents have not been received as agreed before the start time, with cancellation penalties as outlined below.

The date of the completion of the project will be agreed upon at the time the quote is accepted. We shall make every reasonable effort to ensure, but shall not guarantee, that completion dates are met. It is recommended that additional time is always calculated into your project plan.

The delivery date of the completed document may be changed by the agreement of both parties.

Fees

Quotes are valid for 30 days from the date of the quote.

Any changes or alterations to the scope, content, or specification of the project requested should be done in writing.

Cancellation or postponement penalties will amount to 20% of the quoted amount.

Payment Schedule

Payment may be made by direct bank deposit as per the quotation or invoice.

In the case of a delayed payment of the deposit or booking fee, the start date of the project may be delayed. We will not be held responsible for deadlines not being met due to late payment.

All third-party costs in relation to collecting overdue accounts will be added to the invoice.

We are entitled to retain possession of the work undertaken for you until we have been paid in full.

All original content remains the copyright of the client. However, we retain the copyright on the edits until the invoice is paid in full, at which time we will relinquish the copyright to you.

Cancellation

In the case where you cancel the contract – excluding for unforeseen reasons such as personal tragedy, natural disasters, etc. – it may result in a financial penalty. Refunds will be done at the discretion of Misty Mind Management.

In the unlikely case that we terminate the agreement, you will pay for work completed up to the date of termination.

Both have the right to terminate this agreement at any time if there is a serious breach of its terms.

If, once the booking has been canceled, you decide to reschedule, you will be scheduled for the next availability.

Limitations and Liability

Our services do not guarantee a publishing contract, book sales, or any other achievement as a result of the services provided.

All due care will be taken to ensure the accuracy, effectiveness, and factual accuracy of the work. However, the client accepts full responsibility for accuracy and originality as well as any residual errors that appear in the final version.

We shall not be held responsible for any loss to you due to delays not caused by our service, loss of the subject matter in transit, or legal action against you as a result of publishing the document.

Indemnity

Misty Mind, as a business and any third party in our employment will not be held responsible, or incur any costs from you or a third party, for any copyright infringement or other issues such as (but not limited to) privacy, defamation, intellectual property, business in confidence or representations made by you in the material that you publish, damages or losses arising from any cause, including omission or negligence.

Confidentiality

All work received is treated with utmost respect and confidentiality. Information on your project will not be shared without your written consent.

Public Disclosure and Promotion

Testimonials and any public mention of our services are welcome and appreciated.

Misty Mind management reserves the right to decline public credit for editing project(s), including in the Acknowledgments of a book and on any website therefore a written request is mandatory before publicizing any comment about our working arrangement.

