cogitate studios
book editing + writing

BOOK EDITORS AND WRITERS FOR HIRE

EDITING SERVICES

Welcome to Cogitate,

Enclosed are printouts of our editorial services.

You can find the following and more at:

https://www.CogitateStudios.com

Ghostwriting

Ghostwriters make you shine.

Many different walks of life have hired us to ghostwrite for them and, in each case, we've had varying degrees of involvement. Sometimes we've been hired to edit and clean up a rough draft, and other times we've done the majority most of the writing ourselves, based often on an outline provided by the author. For some projects, a substantial amount of research was required, like taping and transcribing interviews. One non-fiction project took a full year to research, write, and edit for a client. We've also completed projects as short as query letters to agents and acquisitions editors, and press releases for book launches.

Email us at info@cogitatestudios.com: in your message, include a description of your project and its word count, as well as a sample of the writing if you want to attach one. We'll be in touch about availability, turnaround time, and rates.

Book Proposals

Well-read book proposals get published.

Sometimes you don't have to write an entire manuscript before submitting a proposal. In the case of many non-fiction and graphic novel projects, for example, publishers, literary agents, and commissioning editors will ask for more work based simply on a cogent, stellar proposal with sample material.

However, it's essential to establish some kind of platform to stand on and to follow the correct format to increase your chances of snagging the book deal you're after. To ensure this, several areas must be addressed. We can help you craft your proposal so that it fits with who you are and what your work represents.

Email us at info@cogitatestudios.com: in your message, include a description of the work and its word count, as well as a sample of the writing if you want to attach one. One of us will be in touch about availability, turnaround time, and rates. We like to start the whole process off by sending you a questionnaire to fill out. Its focus is on all the questions you want to ask yourself about positioning your book (because they're the same ones agents, editors, marketers, and publicists will be asking). After you return the questionnaire to us, whichever editor you choose (and/or whoever we think would fit best) reads it and, armed with your questionnaire and any notes, is usually able to build and deliver a targeted proposal in 3–4 weeks, though some can take longer, of course. When it's complete, we send it back to you with an invoice. Net-30 terms with PayPal or check.

Every project is unique, but in the past, it's taken anywhere from 30–60 hours to build a proposal from scratch. Email us at info@cogitatestudios.com.

And as always, we follow the Editorial Freelancers Association rates.

Developmental Editing

Developmental editing digs deep.

More radically address the content of your work:

• Main premise
• Plot structure
• Character development
• Overall organization
• Writing style
• Word choice
• Dialogue

This kind of editing, because it requires rewriting and/or reorganization, should be completed before submitting to publishers and agencies, or before self-publishing.

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Our rate for developmental editing is $40–60/hour. As always, we follow the Editorial Freelancers Association rates.

Proofreading

Proofreaders save the day.

Proofreading is the last major stage of the editing process. As always, reading and consistent marking remain essential. When we proofread, we read word-for-word, noting all punctuation, paragraphing, capitalization, and italics, and ensure that any editing has been correctly interpreted. We also watch for the kind of errors missed by a computer's spell checkers and grammar bots:

• Double-checking word breaks
• Hyphenation
• Typeface
• Font
• Headings and subheads
• Set-off material
• Page numbers and running heads
• Illustrations and tables
• Page length, table of contents
• Article or chapter titles
• Footnotes
• Index
• Cross-references
• Half title and title page
• Jacket copy
• Spine
• Overall sense of appearance

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Copyediting

Hire a copyediting guru.

Copyediting requires attention to every word in a manuscript, a thorough knowledge of the style to be followed, and the ability to make quick, logical, and defensible decisions. This type of editing, sometimes referred to as line editing, is usually undertaken when a manuscript is being prepared or has been accepted for print or online publication, but this is not a hard-set rule.

The full scope of our copyediting services fall into two orders of concern: substantive and mechanical copyediting:

Substantive copyediting

Substantive copyediting deals with the organization and presentation of existing content. It involves:

• Rephrasing for smoothness or to eliminate ambiguity
• Reorganizing or tightening text
• Reducing or simplifying documentation
• Recasting tables and other remedial activities

Mechanical editing

Mechanical editing deals mainly with grammar, syntax, formatting, and usage at the most basic level:

• Consistency in capitalization, spelling, hyphenation, table format, use of abbreviations, and citations
• Correctness of punctuation, including ellipsis points, parentheses, and quotation marks
• Consistency between numbers, tables, illustrations, and so forth

How does it work?

Email us at info@cogitatestudios.com: in your message, include a description of the work, its word count, and attach a sample of the writing. One of us will be in touch about availability, turnaround time, and rates. Whichever editor you choose (and/or who we think would fit best) to read your work then marks-up your document using track changes in Word. We ask for a minimum turnaround time of 3–4 weeks for each pass of copyediting on a full manuscript. When your mark-up is complete, we send it back to you with an invoice. Net-30 terms with PayPal or check.

As always, we follow the Editorial Freelancers Association rates.

Manuscript Reviews (aka Reader Reports)

The fastest, least expensive avenue

Whether it's a short story, inspirational memoir, fictional novel, nonfiction book, old query letter, or new book proposal, we give the material a full review, covering a whole gamut of pertinent editorial issues, including:

• Main idea(s), theme(s), and book positioning
• Plot and character development
• Dialogue and other transitioning
• Macro/micro organization
• Sentence structure and syntax
• Grammar and mechanics
• Fact checking and use of resources
• Overall thoughts and next steps

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In addition to books, we read many of book-related documents, so rates differ accordingly. Please inquire further by emailing us at info@cogitatestudios.com.