

About English Finish



English Finish was set up by freelance copy editor Artemis Gause, who has worked in the bibliography and editorial teams of the Oxford Dictionary of National Biography (Oxford DNB, published by Oxford University Press, UK division), and as in-house copy editor at the American College of Greece (Athens). She has contributed twelve articles to the *Oxford DNB* and written pieces of literary criticism on modern novelists.

Artemis studied **Human Sciences** (BA Hons) at Oxford University, **English Literature** (MA) at the University of East Anglia and **Publishing Studies** (*Buchwissenschaft*) at Ludwig-Maximilians Universität in Munich, Germany.

Thanks to her broad academic and professional background she can handle subjects ranging from **genetics** to **social anthropology** to **film** and **literary criticism**. Many of her regular clients include **film critics** and **business management** experts. She also works as a freelance translator (from Greek into English).

Artemis specialises in copy-editing material written in English by non-native speakers and is experienced in bibliographic research and editing.

The Small Print – in brief

- **Send us your final draft.** Additional changes cost us time, and you money.
- **Be on time!** Agreeing to send your draft on a particular date means that ***your manuscript must arrive before noon GMT on that date***. While we'll try to accommodate changes in your plans, please be aware that if you send your manuscript later than agreed, you will get it back later than agreed, and may lose your time slot altogether.
- **'How long will it take? How much will it cost?'** To find out, you can check our [rates](#), or send us a sample of your work and the total number of words (*not* pages).
- **Do you have a preferred style?** Send us a stylesheet or your publisher's style guidelines.
- **In a hurry?** Glad to help, so long as we can do a good job in the time available. However, urgent work may carry a [surcharge](#), so do plan ahead, if you can.
- **Any questions?** If you can't find the answer in our detailed [terms & conditions](#) or on our [checklist](#), by all means ask. Just drop us a [line](#).

General Terms & Conditions – in detail

Our terms & conditions are laid out in detail in the **contract** that we will send you once you have decided to go ahead with your commission. You are welcome to request a sample copy of the contract in advance; here we have summed up the basics and have added a few tips that we hope you will find helpful when preparing your manuscript. You may also find our checklist for authors helpful.

General terms & conditions:

- **Send us the final draft of your text.** If you decide to make significant changes after you've submitted your document please bear in mind that you will be charged for the extra time it'll take the copy editor to integrate those changes.
- When you contact us, please follow the **guidelines** described below in Step 1.
- **Our estimates are based on the details you provide** (e.g. word count, deadline) and the **sample** of your work. If your sample is not representative of your manuscript, the time required and the final cost are likely to deviate from the initial estimate.
- **Urgent requests carry a surcharge of up to 25%.** This applies to requests that demand weekend work or delivery no later than 48 hours after submission (where feasible).
- **Payment** is by direct bank transfer, unless otherwise agreed.

Step 1: contact us

When you contact us, please include in your e-mail

1. **A short, clear description of your work** (e.g. 'illustrated book on the history of sailing ships', 'paper on nonverbal communication and music performance', 'a manual for community workers', 'a feature-length script').
2. **A word count of your work.** If you're not sure how to do this, consult the help files of your word-processing software.
3. **Your deadline.**
4. **A style sheet or a link to your publisher's style guidelines for authors.**
5. **Your contact details** (e-mail and postal address; day telephone number).
6. **Your capacity:** please specify whether you are the author, co-author or editor of the work you intend to submit.
7. **A sample of your work:** please send a representative sample (if, for instance, your work is full of tables and charts, please include one or two in your sample), allowing about 500 words for works up to 5,000 words (1000 words for works up to 10,000 words, or 1,500 words for works around 15,000 words or longer).

Step 2: the contract

We will get back to you with an estimate based on the details you have sent us and any queries we may have. We will also send you a contract, which we will ask you to sign and return to us. There you have three options:

1. **Printed contract sent by post:** if you prefer this route, we will e-mail you the contract as a digitally signed document and ask you to return a printed and countersigned copy. If you opt for conventional post, we strongly recommend that you return your contract by courier.
2. **Digitally certified PDF:** this is our preferred method, provided that you have set up a digital signature.
3. **Digitally signed e-mail:** we will send you the contract as a certified PDF. If you cannot sign the PDF digitally, we will ask you to return it to us as an e-mail attachment. In that case, your e-mail must state that you have read and accept the contents of the attached contract, and be digitally signed by you (more on electronic and digital signatures [here](#)).

Step 3: completion & payment

You will receive the edited document as an MS Word™ attachment, unless otherwise specified in the contract. Please note that

- For short works (under 500 words) you will be asked to pay within a fortnight of receiving the invoice. For longer works, payment is normally due within a month of your receiving an invoice from us.
- Payment by direct bank transfer is preferred.

Tips for Authors

- **We use mainly Hart's Rules and the Chicago Manual of Style**, unless you instruct us otherwise. If those names mean nothing to you, don't worry. Just tell us whether you or your publisher would prefer British or American spelling (see also '[house style](#)' further down).
- **We work mostly on screen**. For that reason we will ask you to send us an electronic copy of your text by e-mail or on a CD, in MS Word™ or a format compatible with MS Word™.
- **If you'd like us to work on hard copy** please send a typescript/printout plus an electronic copy of your text in the format specified above. This speeds up our work enormously and will save us time and you money.
- **Your typescript/printout**, if you send one, should be
 - double-spaced
 - with wide margins (at least 1.2 inch/3cm on both sides)
 - set in 11-point font
 - fully paginated
- **House style**: if your work has been commissioned by a particular publisher, check whether there are guidelines for the established house style. Often guidelines covering the basics are available to contributing authors on the publisher's website.
- **Special terms, neologisms**: if you use rare or newly coined terms specific to your discipline, or terms that you have invented yourself, please warn the copy editor and proofreader. It's always a good idea to compile a short list of such words and send it along with your main document to the copy editor, proofreader, and your in-house editor.
- **Electronic and digital signatures**: if you are not familiar with these types of signatures you may wish to consult the relevant [EU documentation](#). Note that according to [directive 1999/93/EC](#) 'an advanced electronic signature based on a qualified certificate satisfies the same legal requirements as a handwritten signature. It is also admissible as evidence in legal proceedings'. You can find out more about the difference between electronic and digital signatures [here](#).

Please make sure that you

- **are clear in your mind about the level of editing you require.** Think, e.g., whether you need to have your bibliography simply spell-checked, or formatted according to a particular style, or whether you'd like to have the details of each entry checked in library catalogues. Remember that checking the accuracy of cited page numbers is your own responsibility.
- **try to double-check all your facts before submitting your document.** If your document is full of figures, tables, dates, names and similar information please let us know whether you need the copy editor to check your facts and figures for accuracy. Again, remember that whatever saves us time will save you money.
- **run a spell check before submitting your document.** Automatic spell-checkers (such as the one that comes with MS Word™) have to be used with care, however, it's a good idea to keep yours turned on – you'll almost certainly catch some typos.
- **always double-check quoted material!** Unless you provide the copy editor with photocopies of the original sources for every single quotation in your text – and are generous with your budget – quoted material will be checked only for spelling and style.

Tips for non-native speakers:

- if the default language of your version of MS Word™ (or similar software) is not English, **before you begin writing, make sure that you set your new document's language to English (UK or US).** This is particularly important if you use a spell-checker and/or any of the autocorrect features (e.g. if you write in English but the document's language is set to German, you may find that Word uses German quotes instead of English ones!).
- ask your publisher (if you have one) whether they prefer British English or US English and adjust your spell-checker accordingly.

Checklist for Authors

Have you included...

- a short description of your work?
- the word count?
- your deadline?
- what service you require?
- a sample of your work?
- your contact details?

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