

Hiring Editors: What to Ask

Experience & Expertise

- What types of books have you edited before?
 - Look for nonfiction experience, ideally in your genre.
 - Review samples of their work.

Editing Process & Communication

- What does your editing process involve?
 - Clarify how they address structure, argument, and big-picture issues.

Availability & Fees

- What is your current workload and availability?
- What is your turnaround time for a manuscript of my length and complexity?
- What is your fee structure? Do you charge per word, per hour, or a flat rate?
- Do you require a deposit or payment plan?
- What happens if the project takes longer than anticipated?
- Do you offer sample edits?

Developmental Editing Nonfiction-Specific Questions

- How do you approach ensuring the book's central thesis is clear and compelling?
- How do you help authors make their arguments persuasive and evidence-based?
- How do you help authors connect with their target audience and meet their needs?
- How do you help authors balance storytelling with factual information?

Additional Questions

- Have you worked with self-published authors, or do you primarily work with publishing houses?
- What kind of feedback can I expect (e.g., detailed notes, tracked changes, suggested rewrites)?
- How do you handle feedback and revisions?
- What is your communication style? (e.g., blunt, collaborative, Socratic)
- How often will we communicate, and through what channels?
- Can I ask follow-up questions after the edit is complete?
- How do you handle confidentiality and protect my intellectual property?
- Are there any authors you've worked with who would be willing to speak with me?
- Do you have any testimonials or blurbs from past clients?
- Can you provide references from past clients?

Hiring Proofreaders: What to Ask

Experience & Expertise

- Have you worked on nonfiction books before?
- What style guides are you familiar with?
- What style do you recommend I follow?

Scope of Work

- What does your proofreading process involve?
- What specifically will you be checking (e.g., grammar, punctuation, spelling, consistency, fact-checking)?

Availability & Fees

- What is your current workload and availability?
- What is your turnaround time for a manuscript of my length and complexity?
- What is your fee structure? Do you charge per word, per hour, or a flat rate?
- Do you require a deposit or payment plan?
- What happens if the project takes longer than anticipated?

References & Samples

- Can you provide samples of your previous work?
- Can you provide references from past clients?

Communication & Logistics

- What is your communication style? (e.g., blunt, collaborative, Socratic)
- How often will we communicate, and through what channels?
- Can I ask follow-up questions after the proofread is complete?
- How do you handle confidentiality and protect my intellectual property?
- What software or tools do you use (e.g., Microsoft Word, Google Docs, specialized editing tools)?
- If my book involves a lot of facts or research, what is your process for fact-checking?