

Editing / Proofreading / Literary Research

Skills & Abilities:

- Writer / editor / literary researcher, with a BA Degree (English Major).
- Skills: editing; proofreading; research; writing.
- Ghost-writing, reports, press releases, user guides, manuals, theses, books.
- On-line communications, e.g. blogs, web content, e-books, etc.
- Capable and creative, with good written and verbal communication skills.
- Stickler for precision, accuracy and correct punctuation and grammar, with an 'eagle's eye' for detail.
- Timeous, efficient and meticulous service.
- Profound knowledge and understanding of the complexities of the English language per se.
- Ability to integrate and synthesise information and knowledge from different sources and combine them effectively in new and comprehensive ways.
- Excellent top quality service at reasonable rates.

Content of Services Offered:

- Painstaking, in-depth editing to ensure that every "t" is crossed and every "i" is dotted - from grammar, spelling and punctuation, to the correct use of words, word order, the right use of tenses, appropriate capitalisation of words and paragraph construction.
- Proofreading of the entire manuscript again, at the end of the editing process, to recheck and fine-tune everything.
- The compilation of in-depth "Editors Notes and Comments" to explain certain changes, query anomalies and make suggestions, which includes a personalised letter to each author, to accompany their returned, edited manuscript.
- In addition, the feedback and critique that I provide to authors is an additional service and one not usually offered or "built into" the fees that Editors charge. Thus, I offer way *more* than just the cursory editing of glaring mistakes. I often find, too, that I'm required to make "intuitive leaps" to ensure the *accurate* expression of what I feel an author may have been trying to say or convey, but had been unable to find the correct words, or way of doing so. This also improves upon the quality of their work.
- Upon request by particular authors, the provision of a more in-depth Critique, with suggestions on content, plot, layout, flow, dialogue, settings, sequence of chapters and events, as well as commentary on the protagonist and various characters in the story.

Whether you are looking for research assistance, or simply want someone to edit and proofread your book, thesis, reports, articles, assignments, documents, blogs or website content, I can help you.

Additional Information:

I am also:

- an extensive reader (of both fiction and non-fiction) and aspirant writer, who has been writing and journalling since the age of 12;
- an experienced secretary, administrator and PA;
- a personal development practitioner and counsellor; and
- interested in an eclectic range of subjects, as well as in consilience (“consilience” being the cross-disciplinary unification of all knowledge).

Over the course of my life and career, I have gained much knowledge, life experience and wisdom, and therefore have much to offer and share with others, in a variety of different capacities.

Contact Details for Frankie Kartun:

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