

# PMPublications

## Professional Editorial and Publication Support Services

### Post-editing

Our professional post-editing services are undertaken by experienced copy-editors and proofreaders. The services include:

- the correction and standardisation of spellings;
- the standardisation of style and usage, using either client-supplied style information or the *Economist Style Guide* and the *Oxford Style Manual*;
- the standardisation of punctuation;
- editing the text for clarity;
- copy-editing and correcting machine-translated texts;
- formatting the finished document, using either client-supplied formatting instructions or our own in-house style sheets, which include font selection and sizing.

All post-editing is carried out under the direction of Fiona White who is an experienced copy-editor and proofreader with 25 years experience in a wide range of printed and electronic materials. Her work has included:

- the collation and preparation of copy for sleeve notes for the music industry;
- copy-editing and proofreading advertisements;
- working with technical authors in the preparation and presentation of technical reports, brochures, books, presentations and websites;
- copy-editing and proofreading full-length, non-fiction books in preparation for publication – including the reading and correction of printer's proofs;
- copy-editing and correcting machine-translated texts for the European Commission and other European Union institutions;
- online copy-editing of technical and scientific contributions;
- copy-editing full-length fiction and non-fiction books.

### **Payment:**

All charges are negotiable and depend on the type and complexity of the work. The fees are agreed before the work is undertaken to enable both parties to budget accurately. The fee range we usually use is given below.

When working as the principal contractor:

€6.75 - €12.50 per standard page of 1500 characters including spaces (approximately a standard A4 page of text with 1.5 line spacing and 12pt font size)

or €42 - €75 per hour.

When working as a sub-contractor our rates are negotiable.

Proofreading work is charged at the lower end of the price range.

If the post-editing work includes document design, layout and other formatting, then the work will be charged at the higher end of the price range.

**Invoicing:**

The company submits invoices either on completion of the job or in the fourth week of the month depending on the arrangements with the client. Payment is due within 30 calendar days of the date of invoice.

**Pre-production services**

PMPublications is experienced in the use of all Microsoft Office programs and is happy to prepare text, tables and illustrations for desktop publication, professional printers and PowerPoint presentations. This includes:

- the design and layout of the document;
- formatting (including font selection, text colours and standardisation of headings);
- selecting, preparing and inserting tables and illustrations;
- content management (including all copy-editing and proofreading).

PMPublications is happy to manage a project from conception to publication.

**Payment:** by negotiation.

**Electronically distributed documents**

PMPublications has had extensive experience in the development, design, preparation and production of documents for electronic distribution, either via e-mail and websites or via CD and DVD. This includes:

- the design and layout of the document;
- formatting (including font selection, text colours and standardisation of headings);
- selecting, preparing and inserting tables and illustrations;
- content management (including all copy-editing and proofreading);
- HTML coding for ease of navigation;
- the design and development of any overarching browser-readable interface;
- the preparation of documents in PDF format.

**Payment:** by negotiation.

**Web authoring and content management**

PMPublications works closely with web designers and their clients to provide professional support, clear and understandable content, and to maintain websites in pristine condition. This work includes:

- the production, editing and post-editing of content;
- HTML coding as appropriate;
- JavaScripting as appropriate;
- ongoing content management to ensure relevance, design consistency, appearance and the elimination of 'dating';
- the maintenance of all HTML links;
- ensuring that all web pages contain correct and appropriate meta-tag information;
- ensuring that the websites display correctly in all current versions of the main browsers and operating platforms.

**Payment:** by negotiation.

## Technical writing

PMPublications is associated with Alasdair White who is the author of three best selling management books (*Managing for Performance* 1995, *Continuous Quality Improvement* 1996 and *The Essential Guide to Developing Your Staff* 1998) and numerous articles and reports on management and business themes. A professional writer since 1979, Alasdair has been the Editor of a newspaper and is a past member of both the Association of Newspaper Editors and the National Union of Journalists in the UK. Currently the Professor of Information Systems at United Business Institutes in Brussels, he is a leading contributor to a number of education and training websites and is a well-established writer on business and management issues. He also contributes to publications on history with particular reference to the Battle of Waterloo, Scottish history from 1100 to 1850 and the impact of post-reformation thought schools.

As a professional writer, Alasdair White is often called upon to prepare position papers, technical reports and items of a journalistic nature on a wide range of technical, management and business issues. He also has very extensive experience in the same fields as a commissioning editor, general editor and copy editor.

Alasdair White brings to PMPublications an exceptional level of professionalism as a writer and as an editor, and advises on and contributes to all the company's activities. In addition, he is able to take on writing assignments of a technical and journalistic nature, both on a regular and ad hoc basis.

**Payment:** by negotiation.

## Some recent projects

PMPublications has been involved in some very interesting projects over the last few years and these have included editing and post-editing:

- EuroComment's *Briefing Notes*;
- the CORDIS BioMass Energy online database;
- a doctoral thesis on the use of fungi in decontamination of land (Leuven University);
- an 80,000-word political thriller;
- Peter Norman's book *The Accidental Constitution* (second edition) published by EuroComment;
- technical and scientific reports for the European Commission on poverty-related diseases, animal welfare, biomass, cancer, cultural heritage, genomics, nuclear energy, transport, Instrument for Stability, Galileo, the Open Days 2011 and 2012, and gender mainstreaming;
- two brochures for Daikin Industries: *Daikin VRV Climate Control System* and *Daikin Altherma Climate Control System*;
- the content development of a website for a trade association and another for a magazine;
- the 200<sup>th</sup> edition of *Dynamisme Wallon*, a special issue produced in English;
- *Setting EU priorities 2007*, *The EU and China*, *Setting EU priorities 2008* and *Setting EU priorities 2009*, all published by the European Strategic Forum;
- *Employment in Europe 2007* and *Employment in Europe 2008* for the European Commission;
- British Chamber of Commerce in Belgium's *Trade and Membership Directory 2010-2011*.

## Languages

The vast majority of our work is done in British English, but we also offer the same range of services in American English and French using mother-tongue professionals.

## Who we are and how to contact us

PMPublications, founded in 1994, offers professional editing and post-editing services to the publishing industry and we specialise in books, magazines, newspapers and technical reports.

The Principals of PMPublications are Fiona White and Alasdair White who have been based in Belgium (just south of Brussels) since 1993. They can be contacted via GSM – Fiona: +32 (0)477 674536 and Alasdair: +32 (0)475 425690 – and by e-mail at [fiona.white@pmpublications.com](mailto:fiona.white@pmpublications.com) and [alasdair.white@pmpublications.com](mailto:alasdair.white@pmpublications.com)

PMPublications  
Albert Biesmanslaan 11 / 32  
B-1560 Hoeilaart  
Belgium

Web: [www.pmpublications.com](http://www.pmpublications.com)

VAT: BE 0746 227 235

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