

SACN EDITING RFQ

REQUEST FOR QUOTATIONS

BID DEADLINE:	26 March 2021			
PUBLICATION:	Project Code:	Title:	Pages:	Notes:
	200.010	EPWP Annual Report 2019/20	Approximately 27 000 words	Includes about 17 tables and 38 figures. Final designed/layout publication estimated 115 pages.
SERVICES:	<ul style="list-style-type: none"> ✚ Repurposing content ✚ Developmental/substantive content editing ✚ Summarizing ✚ Copy-editing ✚ Formatting ✚ Reference checking ✚ Proofreading ✚ Checking proofs after design done 			
SOURCE:	FROM MS WORD FILES SUPPLIED			
SPECIFICATION:	See page 2 for description of services selected above. All editing and proofreading to be in accordance with the <i>SACN Style Guide</i> .			
TIMEFRAME:	Editing of publication from: 05 April 2021 Final Edited Layout of Publication: 30 April 2021			

QUOTE SHOULD INCLUDE:	<ul style="list-style-type: none"> • Full costing (applicable rates) and total estimated cost for specification provided, inclusive of VAT • Process and estimated turnaround time • Validity period and limitations <p>Bidders are required to provide portfolios (title, date of publication and publisher) of relevant previous work done when submitting the quote, as part of the evaluation process.</p> <p>Bidders are encouraged to be competitive and propose any innovations towards greater value for money.</p>
CONTACTS:	<p>Submissions and general enquiries: Sadhna Bhana, sadhna@sacities.net</p> <p>011 407 6406</p>

The successful bidder will be notified within the validity period. The award of this tender will be based on value for money and affordability.

All rights reserved by SACN.

Published 2021, ©SACN

List of editing levels

Below are the generally accepted levels of editing, as well as services considered beyond the normal remit of an editor (reference checking, summarizing, formatting and repurposing content).

Developmental/substantive editing:

- Clarify and/or reorganize the content and structure, to improve flow and coherence.
- Suggest changes to the content (through author queries).
- Identify gaps in content.
- Delete content that is irrelevant to the argument/flow of the document.
- In the case of multi-author works, create a consistent tone.
- Copy-edit final draft.

Copy-editing:

- Point out inconsistencies or inaccurate facts.
- Correct grammar, punctuation and spelling (SA English), and ensure consistency throughout the publication.
- Check for problems in parallelism, tense and conjugations.
- Eliminate improper language and poor word choice, and tighten the writing by removing unnecessary "padding" and passive voice where appropriate.
- Suggest changes, such as creating bullet points or tables instead of text, and if necessary cut copy to fit specific word count/number of pages.
- Check placement of figures, tables and illustrations, chapter titles and subheadings.
- Cross-check to ensure that all sources cited in the text are listed in the reference list, and vice versa, and match the style of the in-text citations and the reference list to the required house style.

- Compile/check list of acronyms/abbreviations.

Proofreading:

- Check agreements of tenses, subject/verb and pronouns, and for missing words or letters.
- Correct misused and misspelt words.
- Check for missing and unnecessary apostrophes and punctuation marks.
- Ensure style is consistent (spelling, hyphenation) with the style sheet.
- Check in-text references to and numbering of figures and tables.
- Check overall formatting/layout of document (headers and footers, page numbers and headings).
- Check style and formatting of citations and list of references, footnotes, and contents page numbering.

Reference checking

- In addition to cross-checking and matching to house style, carry out internet research to ensure that all reference details are correct (spelling of names, details of titles, publisher and place of publication, etc.).

Summarising:

- Write an executive summary.

Formatting:

- Format the document in MS Word.

Repurposing content

- Extract key themes/messages
- Rewrite and restructure the content for a different readership and/or purpose.
- Develop visual representation of content (“infographics) in conjunction with a designer.