

## SACN EDITING RFQ

### REQUEST FOR QUOTATIONS

<b>BID DEADLINE:</b>	<b>26 March 2021</b>			
<b>PUBLICATIONS:</b>	<b>Project Code:</b>	<b>Title:</b>	<b>Pages:</b>	<b>Notes:</b>
	200.010	Research Papers for EPWP Reference Group 2020/21.	Approximately 90 pages combined.	<p>*Editing of 2X Research Papers.</p> <p>Report 1: Includes about 45 pages and estimated 14000 words (Final layout publication)</p> <p>Report 2: Includes 3 Figures, 6 Tables and an estimated 45 pages incl. Annexures (Final Layout Publication)</p>
<b>SERVICES:</b>	<ul style="list-style-type: none"> <li>✚ Repurposing content</li> <li>✚ Developmental/substantive content editing</li> <li>✚ Summarizing</li> <li>✚ Copy-editing</li> <li>✚ Formatting</li> <li>✚ Reference checking</li> <li>✚ Proofreading</li> <li>✚ Checking proofs after design done</li> </ul>			
<b>SOURCE:</b>	FROM MS WORD FILES SUPPLIED			
<b>SPECIFICATION:</b>	See page 2 for description of services selected above. All editing and proofreading to be in accordance with the <i>SACN Style Guide</i> .			
<b>TIMEFRAME:</b>	Editing of publication from: 05 April 2021 Final layout of publication: 30 April 2021			

<b>QUOTE SHOULD INCLUDE:</b>	<ul style="list-style-type: none"> <li>• Full costing (applicable rates) and total estimated cost for specification provided, inclusive of VAT</li> <li>• Process and estimated turnaround time</li> <li>• Validity period and limitations</li> </ul> <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>
<b>CONTACTS:</b>	<p>Submissions and general enquiries: Sadhna Bhana, <a href="mailto:sadhna@sacities.net">sadhna@sacities.net</a> Nomfundo Dlamini, <a href="mailto:nomfundo@sacities.net">nomfundo@sacities.net</a></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.

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### **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.
- 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.