

Tips for cutting costs...

<input type="checkbox"/>	Make sure all the co-authors have read the manuscript thoroughly and had a chance to comment the text before sending your manuscript to your translator and editor.
<input type="checkbox"/>	Merge all files (e.g., tables, figures, legends, abstract, and main text) into one master file to send to your translator and editor. Note: Later, you may need to split the master file into separate files for submission. Why create a master file?
<input type="checkbox"/>	Run the spelling and grammar checker in Word before you send the file to your translator and editor.
<input type="checkbox"/>	Select a journal and then study its instructions to authors.
<input type="checkbox"/>	Email a sample PDF article from the journal to your manuscript translator and editor.
<input type="checkbox"/>	Prepare the article for submission (except for splitting the master file) before sending your manuscript to your translator and editor: <ul style="list-style-type: none">• Does your text meet journal limits? (Remember: editing usually reduces word count by 5%–10%.)• Did you place figure legends on a separate page and remove them from under the figures?• Are you repeating table information in the body of the manuscript? If so, delete the table <i>or</i> delete the body text and just refer to the table.• Does your abstract “look” like the one in the PDF (some journals require subheadings or an extra section such as Perspectives or Rationale)?• Does your title page conform to journal requirements?• Did you select a running title?• Did you put key words in alphabetical order? Does the journal limit the number of key words? If so, delete some key words. Why?
<input type="checkbox"/>	Ensure that your terminology is updated and accurate . <ul style="list-style-type: none">• Reread your references and note the terminology used.• When searching the web, put multiple-word expressions inside of quotation marks and google. Is the expression used in your field? Why?
<input type="checkbox"/>	Use the table function in Word to design tables, instead of using tabs and the space bar. Why?
<input type="checkbox"/>	Send exact details for invoicing (address, reference code, project number) to the editor when you send your file for editing . Why?
	<i>After you submitted your article</i> The more you write and get feedback, the lower your editing bills. To speed up your development, do this :

Master file

Throughout the editing process, frequent global checks are necessary to ensure consistency—in spelling, terminology, phrases, numbers, and so on. This takes less time if only 1 file needs to be checked – instead of 10 – and fewer mistakes are made (no file is forgotten).

Checking journal guidelines

- The fewer words that need to be edited, the more money you save.
- Looking at the guidelines forces you to think about your article and make decisions – otherwise the translator and editor must point these things out to you – which takes time.

Terminology

One of the most *time-consuming* aspects of editing is checking terminology and standard expressions in *your* specialty.

- We don't have access to your reference texts because we don't subscribe to the journals.
- Also, *you* need to know your English terminology *well*; you will eventually be presenting posters and giving lectures at international conferences, you may even have to defend your thesis with an English-speaking examiner.

Tables

Most journals prefer that you use Word's table function, or something similar, when you design your tables. Later, when you or your editor need to edit the table, the columns in the row will not shift and all layout and design changes will be much faster. Make sure that you put **one piece of data only** in each table cell. The table function in Word is fairly easy to learn.

Invoicing

Administration is part of an editing job. The difference between **5** minutes (when a bill can be immediately written and sent) and **45** minutes (when this information must be requested, waited for, is incorrect, and a second invoice must be sent) is money.

Becoming a better writer

Compare the final version of your text with the original that you sent to the editor (in Word: Verktyg/Jämföra och sammanfoga). Try to see why certain changes were made, for example:

- Change of an unnecessary passive voice construction to the active voice (note that the active voice has a lower word count than a passive voice construction).
- Incorrect prepositions.
- Rewrites to reduce the number of words (the fewer words you use to get your message across, the easier it will be for the reader to understand and remember what you are trying to say).