

## 12 Easy Ways to Save Money When Hiring an Editor

- Run your doc through Grammarly or some other free editing software. You don't need to spend any money on this step, but it will save you money when it comes to paying a professional editor. Editors charge by the word and the less errors you have, the less per word you can expect to pay.
- Slowly re-read your document aloud (or aloud in your head) to really hear how it sounds.
- Check for common errors (their, they're, there, your, you're, etc). There are many free resources available online to ensure correct usage.
- Be aware of homophones. Homophones are words that sound alike but have completely different meanings (hear/here, then/than, accept/except, bear/bare, break/brake, shutter/shudder, and many more). Using dictionary.com or thesaurus.com are easy ways to make sure you are using the correct word. Another trick is to type your phrase into the search bar and see what appears. For example, type "you've got another thing coming" and you'll find out the correct phrase is "you've got another think coming."
- Avoid using "myself" when "me" will do. There are few ways that are more effective to make you sound like you're trying to sound smart but you're not. There are few cases where "myself" will be correct, so I suggest avoiding it altogether. I find that's how I like to do things myself.
- Conversations can be less formal than other prose. The narration should be grammatically correct, but conversations may not need to be so, depending upon the speaker. Someone less educated is not expected to use proper grammar, but as the writer, you should.
- Avoid clichés. If it seems like something you've often heard people say, it's probably something that everyone has heard too often. Not sure whether you understand exactly how to identify a cliché? Look up examples.
- Be aware of repetition and redundancies. As you read through your work again, pay attention to whether certain words or phrases seem to pop up frequently, or in close succession. This is when thesaurus.com can be a lifesaver.
- Be clear about who is talking or performing an action. Sometimes it's necessary to mention the person's name again, rather than just saying he or she. Sometimes, alternating "he" or "she" with the person's name adds interest to your sentences (see redundancies).
- Vary the length of sentences to keep the reader interested. Short choppy sentences or long, confusing sentences should be used wisely to create an engaging cadence to your voice.
- Have a friend/family member read your document for free before you pay an editor to do it.
- Use an editor before sending your final draft to ARC readers. Let readers know that although it has been edited and should have few errors, you would like them to share with you if they notice anything so that you can fix it before publication.