

The Johns Hopkins Editing Referral Service (ERS)

The PDO is now hosting the Editing Referral Service formerly based at the Welch Medical Library. The Editing Referral Service is a directory of qualified editors who can provide editorial assistance on a fee-for-service basis to Hopkins researchers. This directory is for faculty, staff and students affiliated with Johns Hopkins University or the Johns Hopkins Medical Institutions. The cost of editing provided by the editors listed in the directory is to be negotiated directly between the editor and the Hopkins researcher.

This referral service is designed to assist members of the Johns Hopkins biomedical community in finding a qualified freelance scientific editor who can provide editorial assistance with their academic writing projects. The editors listed here have considerable experience in the academic medical community and have undergone a screening process to evaluate their editing expertise and their ability to provide timely and reliable service.

All of these editors offer substantive editing: After critically reading a document, they can make constructive suggestions to improve its logical organization and clarity. Taking into account the document's intended audience, they also suggest revisions to increase the readability of the text and to ensure that the grammar and word choice conform to standard written English. Their goal is to help their clients produce documents that are well-organized, accurate, clear, and concise.

These freelance professionals offer their editorial assistance on a fee-for-service basis, and **all arrangements for obtaining their services are to be made directly between the Hopkins author and the chosen editor.** Authors are to negotiate directly with their editors regarding the scheduling and scope of the proposed work and the terms and payment for the editing services provided. **Payment by the author is to be made directly to the editor.** The editors receive no financial compensation from Johns Hopkins for the editing provided through this referral service.

For additional information about particular editors listed below (including their areas of expertise and types of documents they will edit), please click on the "Editor Profile" link in the "More Information" column.

Editor	Education	Preferred Subject Area	Personal Web Page	For More Info
Michelle Jones, Ph.D., ELS michellejones@jonesbiomediting.com	PhD, Cellular and Molecular Medicine BS, Chemistry	Basic & clinical sciences	Yes	Editor Profile
Sarah L. Poynton, Ph.D., spoynton@jhmi.edu	PhD, parasitology B. Sc., Biology	Basic sciences & Manuscripts from non-native English speakers	No	Editor Profile
Patricia A. Stephens, Ph.D. PStphns1@aol.com	PhD, English BA, Mathematics	Clinical sciences, public health	No	Editor Profile
Martin Blair, Publications Coordinator ask4proof@verizon.net	Linguistics (English, Korean, Latin, Greek, French)	Research proposals, clinical sciences, public health	No	Editor Profile
Deborah A. McClellan, Ph.D. dmccl1@jhmi.edu	Ph.D. Cell Biology AB, Zoology	Basic & clinical sciences	No	Editor Profile

Dr. Sarah Poynton

spoynton@jhmi.edu OR slpediting@gmail.com

The way that it works

1. Client sends me an email with all the files as Microsoft word documents: text, refs, figures, and tables, and informs me of the deadline
2. I look through the work and estimate the amount of time needed and the costs.
 - a) I charge by time rather than number of words. For a typical manuscript, I can edit 3 pages of double spaced, 12 pt font, text in 1 hour.
 - b) Charges depend on turn around time, and type of client. I have lower rates for students who pay privately than for large institutional clients. Standard rates (assuming a 2 – 3 week turnaround) are lower than urgent rates (2-3 days).
3. I send an email to the client with time and costs estimates for their approval.
4. After receiving acceptance of my terms, I begin the edits. The client can choose to receive the edits section by section, or upon completion of the entire manuscript.
5. A bill is send within 48 hours of completion of the edit, with payment accepted in cash, check, international wire transfer, or via inter-department transfer if the client is a Hopkins department.
6. My edits cover content, form and style, and are done using the track changes tool of Microsoft Word. Extensive comments are written in a separate file.