

What Can an Editorial Consultant Do for You?

**Blog and Articles - Ghostwriting - Books
Booklets - Brochures - Advertorials - Web
Content -Manuals - Reports - Direct Mail
E-Mail Marketing – PowerPoint
Presentations - Press Releases - Speeches
Training Materials - Educational Materials
Resumes and Cover Letters - Artist and
Personal Statements - Bios - Business Plans
Catalogs - White Papers - E-Zines
Newsletters
And More!**

Who is Ronda Lee Levine?

I am an independent scholar and an award-winning editorial consultant residing in Northern California. I hold an MA in philosophy from Northern Illinois University.

I provide consulting services to businesses, individuals, and academics. My work has appeared in *Infinity Journal*; *The Early Republic and Antebellum America: An Encyclopedia of Social, Political, Cultural, and Economic History*; *In-Spire Journal of Law, Politics and Societies*; and *Urban Mainstream Magazine*. Many of my articles deal with productivity, time management, financial security, project management, political theory, successful living, sustainability, education, and charitable giving.

I am senior editor of *Equanimity Magazine* and a contributing editor and senior writer for *Bright Hub*.

Current clients include Kwangsu Mok, CS Odessa, and Marty McKay. My services are available locally and through the internet.



Ronda Lee Levine

Editorial Consulting Services

Ronda Lee Levine

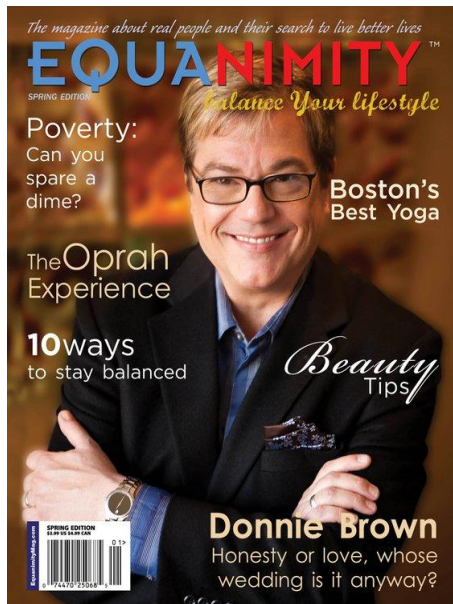
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Helping you to meet your goals,

one document at a time



Writing

As a writer, my job is to help you develop your professional image, add to your profit margin, and simplify your life. Whether you need copy for a brochure or an entry for your blog, my work helps you put your best foot forward.

What can a Hired Writer Do for You?

There are many reasons why you might hire a writer to do work for you - not having writing skills is actually one of the least common reasons my clients hire me.

Clients sometimes have ideas for blogs, articles, or books, but lack the time or skill to create these materials. When I'm provided with an idea or outline, this service is called "ghostwriting," and it can help you share your thoughts with others.

Maybe you need help crafting a resume and cover letter. Perhaps you are an artist or musician and need a bio for a website or social networking page.

There are many reasons an individual would want to hire a writer to help with a personal project. What have you been wanting to write?

What Can a Hired Writer Do for Your Business?

As an editorial consultant to companies, I help clients advertise, create business plans, and compile annual reports. Direct sales copy, training guides, PowerPoint presentations, website copy, company blogs, and social networking are all services I provide to a variety of professional clients.

Did you realize that one of the best ways to advertise your business or product release is through a press release? I have created these for software and magazine clients.

Catalogs, speeches, white papers, e-zines, newsletters, etc. are products that a business might wish to create. I have three years of experience writing project management and business articles at *Bright Hub*. I've published more than 600 articles with them on a variety of business and technology-related topics.

Research

Research is one of the first steps in writing. Whether creating a brochure about an important issue or working on your book, you will first need to compile accurate information. By hiring an expert in the art of research to help with background research or organizing research efforts, a solid foundation will be provided for your project.

If you are a student, parent, or an instructor, you know that academic life is an important part of an individual's future. I provide tutoring and academic coaching services for students and homeschooling parents.

How Can a Research Consultant Help?

Put simply, a research consultant assists you with all your data and background information-gathering needs.

What I cannot do is violate academic integrity policies. I will not write papers, theses, or dissertations for academic clients. What I can do for academic is help to get thoughts organized, coach on research methods and time management strategies, and edit projects for clarity.

Editing

Having someone with editing experience perform an editor's analysis can help you understand the elements that might be lacking in a pet project. If you've been working hard on a writing project, and you're not sure where to go from there, I can give constructive feedback.

I can edit your dissertation or thesis. I am well versed in APA and Chicago styles.

If you have a blog or website, you may want an editor to ensure that your blog entries look professional.

Sample of Editing Services Offered

You can find a complete listing of services (and their explanations) on my website; however, here are a few of the editing services I offer to clients:

- Formatting
- Proofreading
- Copy Editing
- Substantive or Developmental Editing
- Editorial Analysis
- Project management
- Fact Checking
- Indexing
- Bibliographical editing

When editing, I always track changes and use the comments tool so that clients can see suggested changes.

