WORDSMITH. ASSOCIATES™

Publication Services

1 Content Development
Generate high-quality document content

- ✓ Story/Book Idea Questionnaire
- ✓ Planning Questions
- ✓ Planning Discussion
- ✓ Draft Feedback & Recommendations
- ✓ Development Coaching
- ✓ Guided Interviews (with Transcription)
- ✓ Contract Research
- ✓ Contract Writing (as "Work for Hire")
- ✓ Image Scans (Photos, Document)
- ✓ Image Creation & Enhancement
- ✓ Charts & Graphs
- ✓ Indexes, Concordances
- ✓ Abstracts, Abridgements

2 Content Editing
Edit for accuracy, meaning, and readability

- ✓ Proofing
- ✓ Light/Line Editing
- ✓ Substantive Editing
- ✓ Structural Editing
- ✓ Translation (English-Spanish)
- ✓ Data Proofing, Numerical Reconciliations
- ✓ Confirmation of Notes & References
- ✓ Fact Checking
- ✓ Permissions

3 Publication Design
Define all design parameters

- ✓ Theme Design, Color Palette
- ✓ Document/Page Design & Layout
- ✓ Font Selection
- ✓ Art Motifs
- ✓ Storyboard Design
- ✓ Cover Design

4 Presentation/Publication
Create final presentation deliverable(s)

- ✓ Print-Ready Final Format
- ✓ Final Document Print
- ✓ Document Binding
- ✓ Storage Envelopes
- ✓ Professional Presentation Package
- ✓ Advanced Presentation Package
- ✓ Source Files in Native Format(s)

5 Text Creation & Conversion
Establish editable content in electronic format

- ✓ Key Entry
- ✓ Document (OCR) Scanning
- ✓ Audio Transcription

Wordsmith Associates offers these itemized communication services – separately and in combination – to address the publication needs of individuals, small businesses, corporations & nonprofit organizations. Preliminary project plans are developed at no cost or obligation, and work is priced by the project or by the hour.

Contact us to discuss how Wordsmith Associates might advance your communication priorities.

Rod Mebane, *Managing Editor*

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