

Acceptable Error and Productivity Rates and Top 10 Tips for Increasing Productivity

Resources

- CIEP's *Editing for Communications Professionals*: <https://www.ciep.uk/resource/ecp.html>
- Editors Canada *Professional Editorial Standards*: <https://editors.ca/publications/professional-editorial-standards/>
- A Quick Guide to Dealing with Errors in Editing: <https://www.righttouchediting.com/2021/09/30/a-quick-guide-to-dealing-with-errors-in-editing/>
- Error Rates in Editing: <https://scieditor.ca/2013/11/podcast-error-rates-in-editing/>
- What is copyediting? CIEP: <https://www.ciep.uk/about/faqs/what-is-copyediting>
- Instant Estimate: <https://scieditor.ca/instant-estimate/>
- Editing rates, EFA: <https://www.the-efa.org/rates/>
- Editing rates, Editors Canada: <https://editors.ca/hire/rates/>

Tools

- Instant estimate: <https://scieditor.ca/instant-estimate-2/>
- EFA rate calculator: <https://www.the-efa.org/rates/>
- PerfectIt: <https://intelligentediting.com/>
- Macros: <https://www.wordmacrotools.com/>
- Macro of the Month: <https://macroofthemonth.substack.com/>
- Wildcards: <https://editorium.com/>
- MS Word shortcuts: <https://support.microsoft.com/en-gb/office/keyboard-shortcuts-in-word-95ef89dd-7142-4b50-afb2-f762f663ceb2>
- Mac Word shortcuts: <https://support.microsoft.com/en-us/office/common-office-for-mac-keyboard-shortcuts-307f469a-1a05-4263-9b55-49df19a8b8ff>
- Text expanders: <https://www.phraseexpress.com/>, <https://textexpander.com/>
- Templates/checklists: <https://www.whatimeantosay.com/>, <https://scieditor.ca/category/resources/printable/>, <https://editors.ca/hire/contract/>
- Gaming mouse: <https://www.logitech.com/en-ca/shop/p/mx-master-3s.910-006557> (I have this one but there are many options available)

AI Tools

- ChatGPT: <https://openai.com/gpt-4>
- editGPT: <https://editgpt.app/>
- Claude: <https://claude.ai/chats>
- Gemini: <https://gemini.google.com/>
- Copilot: <https://copilot.microsoft.com/>
- NotebookLM: <https://notebooklm.google/>
- Scispace: <https://scispace.com/>
- Draftsmith: <https://draftsmith.ai/>
- QuillBot: <https://quillbot.com/>

There are no guarantees on any of the resources or tools provided here.