

## The Writers Submission Process

### Step 1

Once you have selected the word count and turnaround time that best matches your requirements, click on the relevant price figure. The service you have chosen will automatically be added to your online shopping basket and you will be taken to a new window where you can pay for the service you require.

### Step 2

Once payment has been approved, you will be asked to click on a button titled 'Next'. An e-mail will then automatically pop up, addressed to [submissions@wordsworthreading.co.uk](mailto:submissions@wordsworthreading.co.uk). Here you can attach your piece of work for editing and also provide any additional instructions or pieces of information that you feel would be relevant to the editor. Then simply press 'Send'.

### Step 3

Once your work has been submitted to us you will receive an automatic email confirmation receipt. Within 1 hour of receiving your submission we will allocate a named editor to complete your work. You will also receive your editor's contact details should you need to contact them.

### Step 4

Once work on your submission has been completed you will be sent two versions of your work. One will be a 'clean' copy with all of the changes made to it and the second will be a 'track changes' copy which highlights all the changes we have made. If you have any difficulties with the track changes function in Microsoft Word, please let us know and we can guide you through this particular editorial tool.