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Resources and Further Reading


I Said ‘No’ To Unpaid Emotional Labor By Saying Goodbye To This Word. Dana McMahan. NBC News BETTER.


Some Useful Scripts

*For budget negotiations:*

**My fee for this job is [$X].** [Now stop talking. No explanations or apologies or “buts.”]

**I’m expensive, but my clients are very happy.**

*If that doesn’t work for your budget, perhaps we could scale back the scope of work.* [Followed by specific suggestions for how to do that and what the price difference will be.]
My rates have changed since we last worked together! As of January 1, I’m charging [rate]. [And then move on without apologizing.]

For working boundaries:

My hours are [your hours]. Please feel free to email me outside those hours, and I’ll respond during business hours.

Thank you for contacting me, but that service isn’t one I provide. [Followed by a referral to a colleague who does provide it.]

Thank you for contacting me, but upon reviewing the manuscript, I don’t think I’m a good fit for you. [Again, full stop. You don’t owe them a detailed explanation.]

I enjoy chatting with you, but I know we’re both busy, so let’s stick to business.

Thank you for the friend request! I limit my Facebook account to close personal friends, but I love to tweet about language and editing, and you can follow me there at [@yourtwitterhandle]

I enjoyed our previous collaboration, but I’m moving my business in a different direction. [Followed by a referral.]

For copyediting queries:

When something makes no sense: I’m not sure what you’re getting at; it seems something got mixed up in this sentence. Consider rephrasing.

Repetition: You’ve touched on this point enough that it’s not necessary to repeat.

Irrelevant asides: Let’s cut [or move] this to keep the paragraph focused on the main point.

Possible plagiarism: This text seems to be a quote from [source]—should we add quotation marks and a footnote here?

Bigoted or offensive text: Perhaps you weren’t aware, but this could be interpreted to imply that...

This wording could be viewed as insensitive because...

This idiom has its roots in slavery and is probably best avoided; instead, consider...

That doesn’t mean what you think it means: I get where you’re going with this metaphor but, at least here in [your neck of the woods], [phrase] is a slang term for a sexual act. Perhaps [alternate phrase] would get the point across without distraction?

About Us

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