



j g f a i r y t a l e s

## CONTACT

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## SOCIAL MEDIA

**Facebook:** /jennyg925  
**Twitter:** @jgfairytale  
**Instagram:** @jgfairytale  
**LinkedIn:** /jennifergioia

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## PROFESSIONAL RELATED SKILLS

- Broad experience in project management, strategic technical and creative writing, proofreading, and copy editing, in consumer, corporate, and non-profit industries
- Excellent project management and time management skills
- Excellent verbal and written communication skills
- Proficient with Microsoft Office and Google Drive
- Proficient with Windows and OSX
- Knowledgeable in MLA, AP, AMA, APA, and Chicago writing styles
- 82 WPM typing average

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## PROFESSIONAL RELATED EXPERIENCE

**jgfairytale Freelance Services**  
*Proprietor, Editorial Freelancer*

July 2016 – Present

- Work with self-publishing and emerging authors and Wattpad writers from around the globe
- Manage a handful of clients at a time, in a variety of fictional genres with completed or in-progress manuscripts as large as 200,000 words
- Professional Work: charge a flat hourly rate to critique, substantially edit, copy edit, and proofread completed fiction manuscripts one phase away from publication
- Pro Bono Work: critique, substantially edit, copy edit, and proofread completed fiction manuscripts for emerging authors through Wattpad.com
- Worked with more than 30 emerging authors with a total of almost 5 million online reads on Wattpad.com
- Worked with two professionally published clients

**Saranac Review**  
*Editorial Assistant Supervisor & Administrative Assistant*

January 2012 – May 2015

- Supervised between three and nine editorial assistants, also known as student interns, each college semester, including managing interns' social media and blog posts; supervised a total of 40 interns
- Assisted in planning and executing annual launch events
- Rebranded sponsorship kit and increased sponsorship numbers
- Assisted in the evolution of a new brand image, a new website, and exclusively accepting manuscripts online via Submittable.com

- Managed and distributed manuscripts to the correct editors using Submittable.com, created the index for journals, contacted all accepted submitters, and assisted in formatting the annual journal
  - Created and maintained positive relationships with other literary magazines for advertising exchanges
  - Reviewed and interviewed potential employees and interns; was responsible for training new employees and interns
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## HONORS AND AWARDS

**The State University of New York College at Plattsburgh**  
*Distinguished Service Award*

May 2015

- In recognition of exemplary dedication to the English department and to the Saranac Review.
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## PROFESSIONAL MEMBERSHIP

**Editorial Freelancers Association**

April 2017 – Present

**Association of Independent Publishing Professionals**

2017 – 2019

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## EDUCATION

**Kent State University**  
*Master of Arts (M.A.), Public Relations*

January 2017 – December 2018

**The State University of New York College at Plattsburgh**  
*Bachelor of Arts (B.A.), Public Relations*

August 2011 – December 2015

- Minors in English and Journalism



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## SERVICES & RATES

jgfairytales offers extensive developmental editing services with personalized recommendations that will best serve your needs at affordable rates. jgfairytales works with self-publishing authors and emerging authors worldwide in young adult, new adult, and genre fiction, such as romance, fantasy, and science fiction.

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### NEW AUTHOR CRITIQUE

**What It Is:** A critique of single or multiple chapters adding up to no more than 5,000 words or a completed short story with no more than 7,500 words.

**What You Get:** A constructive critique of your unpublished excerpt or short story manuscript and a written report about the work that addresses your specific concerns while also highlighting strengths, weaknesses, and room for improvements to the manuscript.

**Who It's For:** New authors who need a clear picture of what's working and what's not working to guide their next steps toward completion and publication. This is also an excellent option for authors who have not yet completed their manuscript or authors who would like a sample critique before paying for a full manuscript critique.

**How Much It Costs:** \$20/hr.

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### MANUSCRIPT CRITIQUE

**What It Is:** A constructive critique of your whole manuscript.

**What You Get:** A constructive critique of your whole unpublished manuscript and a written report about the work that addresses your specific concerns while also highlighting strengths, weaknesses, and room for improvements to the manuscript.

**Who It's For:** Authors seeking a better sense of what parts of their story need additional revision, what type of editing their manuscript needs, or whether their manuscripts are ready to query or self-publish; authors who don't have the budget for an edit.

**How Much It Costs:** \$25/hr.

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### SAMPLE: COPY EDITING

**What It Is:** Sentence-level editing for an excerpt of your manuscript (no more than 10,000 words) to

improve readability and fitness for its purpose, as well as ensuring that text is free of grammatical and factual errors.

**What You Get:** A sentence-level focus on correcting spelling, grammar, punctuation, syntax, and word usage while preserving the meaning and voice of the original text. A check for or impose a consistent style and format, query about apparent errors or inconsistencies. A cross-check of references, art, figures, tables, equations, and other features for consistency with their mentions in the text. Your manuscript excerpt will be prepared for the next stage of the publication process.

**Who It's For:** Authors interested in the Copy Editing service but would like a sample of jgfairytales' work before committing.

**How Much It Costs:** \$20/hr.

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### **COPY EDITING**

**What It Is:** Sentence-level editing for your manuscript to improve readability and fitness for its purpose and ensure that text is free of grammatical and factual errors.

**What You Get:** A sentence-level focus on correcting spelling, grammar, punctuation, syntax, and word usage while preserving the meaning and voice of the original text. A check for or impose a consistent style and format, query about apparent errors or inconsistencies. A cross-check of references, art, figures, tables, equations, and other features for consistency with their mentions in the text. Your manuscript will be prepared for the next stage of the publication process.

**Who It's For:** Seasoned authors who want an objective edit focusing on their text; new authors who aren't fully experienced with consistent technical writing skills. Authors seeking to produce a professional-quality manuscript.

**How Much It Costs:** \$30/hr.

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### **SAMPLE: SUBSTANTIVE EDITING**

**What It Is:** Extensive edits and constructive feedback on an excerpt of your work (no more than 10,000 words) designed to polish your writing while strengthening your manuscript.

**What You Get:** Considerations for your manuscript excerpt's concept and intended use, content, organization, design, and style. Substantive editing ensures what appears in writing is accurate, easy to follow, fit for purpose, and free of error, omission, inconsistency, and repetition. The goal is to make your manuscript excerpt functional for its readers, not just to make it correct and consistent. Substantive editing is almost entirely analysis-based, whether at the document level or the paragraph, sentence, or word level.

**Who It's For:** Authors interested in the Substantive Editing service but would like a sample of jgfairytales' work before committing.

**How Much It Costs:** \$25/hr.

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## **SUBSTANTIVE EDITING**

**What It Is:** Extensive edits and constructive feedback designed to polish your writing while strengthening your manuscript.

**What You Get:** Considerations for your manuscript's concept and intended use, content, organization, design, and style. Substantive editing ensures what appears in writing is accurate, easy to follow, fit for purpose, and free of error, omission, inconsistency, and repetition. The goal is to make your manuscript functional for its readers, not just to make it correct and consistent. Substantive editing is almost entirely analysis-based, whether at the document level or the paragraph, sentence, or word level.

**Who It's For:** Seasoned authors who want a comprehensive edit; new authors who aren't yet experienced at assessing the narrative aspect and storytelling techniques of their books; any author who wants to learn more about the craft of storytelling. Authors seeking to produce a professional-quality manuscript. Because polishing a manuscript before ensuring its story foundations are solid is rarely a fair use of your publishing budget, I strongly recommend that unpublished authors and new clients begin with a manuscript critique.

**How Much It Costs:** \$35/hr.

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## **PROOFREADING**

**What It Is:** Careful reading (and rereading) of a (yet to be finally printed) manuscript, to check the text of a project for errors, including typographical errors and problems with typesetting specifications and page makeup.

**What You Get:** A tightening up of your manuscript layout following the standard formatting guidelines for submissions, including front and back matter, or specifically requested formatting by agent or publisher, so you're guaranteed to land a great impression. This may also involve checking different layout elements (such as headlines, paragraphs, illustrations, and colors) for the correct dimensions, placement, type, etc.

**Who It's For:** Once you've incorporated all your edits, made your revisions, and finished your last-minute tweaks, it's time for one last check before contacting a publisher or heading down the self-publishing route. Every author knows that (despite the spell-checking abilities of modern word processors) a human proofreader is indispensable.

**How Much It Costs:** \$15/hr.

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## **"PREP FOR PUBLICATION" PACKAGE**

**What It Is:** A combination of substantive editing, copy editing, and proofreading services.

**What You Get:** Substantive editing, copy editing, and proofreading at a combined discounted rate of 20 percent.

**Who It's For:** Writers interested in preparing their manuscript for pitching and querying agents and publishing firms and writers interested in preparing their manuscript for self-publication, ebooks, print-on-demand, etc.

**How Much It Costs:** \$40/hr.

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## **CONSULTATION**

**What It Is:** Included before the start of a potential project is a complimentary consultation to ensure you are requesting the appropriate service in your step toward publication and to ensure there is a mutual understanding of your needs and expectations of the services offered by jgfairytales. After completing a project, you may request a consultation based on the work completed to address any questions, concerns, etc.

**What You Get:** A meeting to discuss over video or phone call about your potential or completed project with jgfairytales.

**Who It's For:** Authors who need a clear picture of what service to request in their next step toward publishing their manuscript. Authors who have just finished a project with jgfairytales and would like a detailed debriefing of the work completed.

**How Much It Costs:** Before the start of a potential project: Complimentary. After the completion of a project: \$50/hr. (prorated, if applicable).

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## **LEARN MORE ABOUT JGFAIRYTALES**

Visit [www.jgfairytalesservices.com](http://www.jgfairytalesservices.com).