![LAMP - Alliance of Language and Media Practitioners]

Rates information 2016/2017

On the basis of a survey of rates among members of the Alliance of Language and Media Practitioners (LAMP) pooled with the knowledge of experts in the professions, the information below is offered as a guide to rates in the language and communication professions. This document gives guidelines only and reflects the averages being charged. It is not intended to constitute any form of control or pricing policy: rates are all times agreed directly between freelancers and their customers, in line with the freelancer's experience and qualifications.

Notes
- The rates given do not include rates that are exceptionally high or low – they **reflect the average charges**.
- Practitioners may negotiate rates that fall **outside the rates in this document**.
- Practitioners may on occasion negotiate a **project rate** with individual clients that is based on the rates given but incorporates a discount.
- The rate card of the South African Freelancers' Association (SAFREA), which includes rates for **writers, photographers and videographers, design and layout**, is available from admin@safrea.co.za or at www.safrea.co.za.
- Details of rates for **writers in the film and television industries** are available from the Writers' Guild of South Africa at admin@writersguildsa.org or www.writersguildsa.org.
- Details of rates for **indexing and bibliographies** can be obtained from the Association of Southern African Indexers and Bibliographers (ASAIB) at marlene@burger.nom.za.
- **Definitions** of the various services are given below the rates.

Average rates

Editing: General documents	Per word	R0,25–R0,40
Editing: Fiction	Per word	R0,15–R0,25
Editing: Government documents	Per word	R0,20–R0,40
Editing: Website copy	Per word	R0,30–R0,40
Editing: School text books	Per page*	R50–R75
Editing: Academic theses/dissertations and related documents (reference checking charged extra)	Per word	R0,15–R0,25
Editing: Structural or substantive	Per word	R0,30–R0,50
Reference checking (academic texts)	Per reference	R10
Proofreading: Magazines	Per word	R0,15–R0,20
Proofreading: Fiction	Per word	R0,10–R0,20
Proofreading: School text books	Per page*	R15–R25
Document formatting	Per page	R10-R30
Copywriting	Per word	R2,00–R3,75
Translation: Between English and Afrikaans	Per word	R0,50–R0,60
Translation: Between English and an official African language	Per word	R0,60–R0,70
Translation: Between English and major world languages	Per word	R0,70–R0,80
Translation: Between English and less common world languages	Per word	R0,80–R0,90

Sworn translation: Add 25-30% to the base rate		
Specialised translation (e.g. financial, legal, highly technical or scientific): Add 25-40% to the base rate, depending on the level of specialist knowledge and experience required		
Interpreting: Between English and Afrikaans	Per hour	R300–R400
Interpreting: Between English and an official African language	Per hour	R300–R400
Interpreting: Between English and major world languages	Per hour	R450–R550
Interpreting: Between English and less common world languages	Per hour	R500–R600
Urgency: • If the work involves changing priorities and work flow, add up to 25% • If the work requires working nights and weekends, add up to 50%		

* It is the practice in much of the school publishing industry to use a page rate rather than a word rate for editing and proofreading

Glossary of terms

Bibliography: A listing of details of works cited in a document in a format that enables their identification – mainly authors, title, publisher and place and date of publication. There are various conventional styles according to which bibliographies can be arranged.

Document formatting: Using a personal computer to create a consistently formatted document from an electronic manuscript according to a style template.

Editing/Copy editing: Preparing the document for distribution or publication through the following: clarifying meaning, eliminating jargon, polishing language by editing for grammar, usage, spelling, punctuation and other mechanics of style; checking for consistency of mechanics and for internal consistency of facts; inserting head levels and approximate placement of art; editing tables, figures, and lists; ensuring that references in the text are correctly cited in the bibliography; notifying the designer of any unusual production requirements.

Structural or substantive editing: Editing a manuscript for 'global' issues – clarifying or reorganising a manuscript for content, structure, style, length and level; may involve copy editing, rewriting and negotiating changes with authors.

Proofreading: Checking proofs or final formatted, edited material for adherence to design and for minor, mechanical errors in copy (such as spelling mistakes or small deviations from style sheet), using standard proof-correction marks; may include comparing the document with earlier versions to ensure corrections have been made, checking the accuracy of running heads, flagging locations of art and page references, verifying computer codes, and inserting page numbers in table of contents and cross-references.

Indexing: Producing a systematic guide or key to the contents of a manuscript; includes reading and analysing the work, choosing subjects and concepts, and arranging entries alphabetically or in some other searchable order.

Interpreting: Converting a speaker's words in one language (the source language) into an equivalent speech in another language (the target language). Simultaneous or consecutive modes of interpreting are possible. The rates given here apply to simultaneous interpreting.

Reference checking: Checking that in an academic document in-text references are included in the bibliography or list of references and that each entry in the bibliography or list of references in arranged according to the relevant academic convention.

Translation: Converting a written text in one language (the source language) into an equivalent text in another language (the target language).