

WORDSWORTH LLC

DOCUMENT EDITING, WRITING, AND FORMATTING SERVICES



*Words worth writing are ...words worth writing well.
Wordsworth...because your words are worth it.*

Wordsworth LLC
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& www.formsinword.com

WHAT WE DO:

**Technical Editing & Formatting All
Technical Documents**

**Write, Edit, and/or Format Proposals and
Reports**

**Consult, Write, and Edit the Standard
Form 330 (SF330)**

Design Standardized Templates

**Write Health & Safety Plans, Quality Control
Plans, and Employee Manuals**

Design and Format Documents of All Types

Design and Write Newsletters

Design, Write, or Edit Web Sites

**Design any Government Form or
Personalized Form in Word or Excel**

INTRODUCTION

Wordsworth LLC, Technical Editing and Document Formatting Services was formed in 1984 by Lori Jo Oswald, Ph.D. Since that time, Wordsworth has provided the following services.

Edit & Format All Business and Technical Documents – Dr. Oswald, Wordsworth's owner and principal editor, has an extensive background in writing, editing, and researching engineering, environmental, agricultural, and business articles and other publications. She has served as an in-house editor for **pesticide, computer-aided design, Global Positioning System, Geographic Information System, health care, and pharmaceutical** magazines. Additional work includes writing a special historical edition of *Petroleum News Alaska* on ARCO Alaska, Inc., including 70,000 words of text; writing a column on engineering firms and topics for *Business News Alaska*; and writing many business articles for newspapers and magazines

Write, Edit, and/or Format Proposals and Reports – Wordsworth LLC has a broad range of **technical editing and writing experience**, including the following work for **engineering and environmental firms**: environmental remediation reports, storage tank release investigations, analytical reports, work plans, safety plans, and hazardous waste management materials. Wordsworth also customarily edits highly technical documents such as chemical data quality reviews. Other recent projects include researching and writing operations and maintenance manuals, editing UST site cleanup reports for various sites throughout Alaska, and rewriting reports on spill cleanup and on UST and pipeline monitoring.

Consult, Write, and Edit the Standard Form 330 (SF330) – Wordsworth personnel designed the SF330 in Word that is used by hundreds of companies throughout the U.S. We have also transferred many SF24/255 forms to the new SF330 for our clients.

Design Standardized Templates – Wordsworth's style guides, report and proposal templates, and more have been purchased by firms throughout the United States. A list can be seen on our Web site. In addition, we have written or edited and designed numerous Health & Safety Plans, Quality Control Plans, and Employee Manuals specifically for our clients.

Design and Format Documents of All Types – Wordsworth has been hired by companies to handle **researching, writing, editing, desktop publishing, interviewing, and word processing**. We are often asked to "fix" reports that come back from clients with comments and requests for changes. We have also written many company style guides to ensure accuracy and consistency in company documents. **We design everything from newsletters to Web sites to reports and proposals from a few to hundreds of pages in length.**

Design and Write Newsletters – Wordsworth also **writes and designs newsletters, brochures, and catalogs**.

Design, Write, or Edit Web Sites – Wordsworth provides Web site design and updates to clients throughout the U.S.

Design Any Government Form or Personalized Form by Office – Through its sister company, Forms in Word, Wordsworth personnel design all state and federal forms in an easy-to-fill Word format. These forms are sold on our Web site at www.formsinword.com.

HOW TO GET YOUR DOCUMENT EDITED:

1. Call or e-mail us with your project needs.
2. E-mail your document.
3. We will return your document via e-mail in Microsoft Word using track changes (so that you can see what edits were made)
4. If you would prefer hard copy edits only, e-mail us for instructions on faxing your document or for pickup (in Anchorage and the Matanuska-Susitna Borough or in Sierra Vista, Arizona).
5. We will bill you, or, if you prefer to pay with a credit card, you can pay through PayPal. Our standard charge is \$55/hour.

Writing, and various other courses at five colleges and universities since 1988.

In June 2004, Dr. Oswald co-founded Forms in Word (www.formsinword.com) and has created thousands of government forms in Microsoft Word and Excel for government agencies (federal and state), individual clients, and small and large businesses.

Eva Nagy is the Associate Editor of Wordsworth LLC. Eva assists with editing and researching tasks. Eva has M.A.s in English, Russian, and American Studies from the University of Szeged, Hungary. She has done graduate-level coursework in English at the University of Oregon. Eva has worked for Wordsworth since October 2007.

KEY PERSONNEL

Lori Jo Oswald, Ph.D. is Owner and General Manager of Wordsworth LLC.

She is responsible for all document formatting and final edits. Dr. Oswald has provided advanced document formatting and technical editing for numerous government agencies and environmental, engineering, and surveying firms. She also teaches workshops and classes on writing, editing, and using Microsoft Word in technical writing.

Dr. Oswald has a Ph.D. in English and M.A. in English from the University of Oregon and a computer science degree from the University of Alaska (Mat-Su College Extension), with certificates in Microsoft Office Support, Desktop Publishing and Design, and Office Technology.

With over 25 years of technical writing and editing experience (including specializing in A/E/C firms since 1994), Dr. Oswald has taught Business Communication, Persuasive Writing, Technical

CLIENTS

Below are just a few of our clients; see our Web site for more.

- BPXA
- VECO Alaska
- ENSR Alaska
- Becker Underwood
- Terra Surveys, LLC (now TerraSond)
- Numerous Federal & State Agencies such as the USACE & MMS
- Ericsson
- Alaska Native Tribal Health Consortium (ANTHC)
- LCMF, Inc.
- Bristol Environmental & Engineering
- Oil and Gas Reporter
- Petroleum News Alaska
- Lazy Mountain Research, LLC
- Montgomery Watson Harza
- Hattenburg, Dilley, & Linnell
- KIC Associates
- CRW Engineering