

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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Web site: www.wordsworthwriting.net
& 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 provides 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 oil company, engineering, environmental, agricultural, and business reports, proposals, articles, and other publications. She has served as an in-house or contract technical editor for **environmental, engineering, aeronautical, construction, and telecommunications companies**. She has also served as editor of various magazines, including in the following industries: **pet care, farming, computer-aided design, Global Positioning Systems, Geographic Information Systems, and health care**. 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.**

Edit Web Sites – Wordsworth provides Web site rewriting and editing to clients throughout the United States.

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 Lori Jo at editor@wordsworthwriting.net 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 \$65/hour.

ABOUT LORI JO

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

She is responsible for all technical editing and document formatting. 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 graduate degrees in English from the University of Oregon and a computer science degree from the University of Alaska, with certificates in Microsoft Office Support, Desktop Publishing and Design, and Office Technology.

With over 25 years of technical writing and editing experience, Dr. Oswald is uniquely skilled to help with your editing and document formatting projects. Dr. Oswald has also taught Business Communication, Persuasive Writing, Technical Writing, and various other courses at five colleges and universities.

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.

CLIENTS

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

- BP Exploration (Alaska) Inc.
- Lynden Air Cargo
- Various Native Corporations
- ENSR Alaska
- Becker Underwood
- Terra Surveys, LLC
- Numerous Federal & State Agencies (e.g., USACE, MMS, and USCG)
- Ericsson Corporation
- Alaska Native Tribal Health Consortium (ANTHC)
- LCMF, Inc.
- Bristol Environmental & Engineering
- Oil and Gas Reporter
- Petroleum News Alaska
- Montgomery Watson Harza
- Hattenburg, Dilley, & Linnell
- KIC Associates
- CRW Engineering
- Jacobs Engineering