POLISHED PAGES
Editorial

EDITORIAL PORTFOLIO

Ivette Maymi

FOUNDER & EDITOR



“Write the vision
And make it plain on
tablets, That he may
run who reads it.”

HABAKKUK 2:2 · NKJV

About Me



For more than 18 years, I've helped authors shape and refine manuscripts into books that communicate clearly while staying true to the people and stories behind them. My experience spans Christian nonfiction, ministry resources, memoir, personal development, and business writing.

My editorial background began with a love for reading, writing, and the details that make a manuscript work. Much of what I've learned came through years of hands-on experience and independent study. As my work expanded, I pursued additional professional training through Edit Republic to deepen my expertise, broaden my services, and stay current with industry standards. I hold certifications in High-Level Proofreading, Line Editing, Content Editing, and Advanced Manuscript Evaluation.

I've worked directly with independent authors, served as a contract editor for a publishing company, and provided editorial support for ministry and educational organizations. Each experience has strengthened my ability to adapt to different projects, voices, and editorial needs.

As an author myself, I understand the personal investment behind every manuscript and the trust involved in placing it in someone else's hands. Whether I'm working alongside an individual author or as part of a larger editorial team, my goal remains the same: to strengthen the writing, preserve the author's voice, and help bring the best possible version of the work to its readers.

A partnership built on trust

Every manuscript carries someone's time, experience, and message. I love getting to know the person behind the words, understanding what they're trying to communicate, and helping them say it well.

Whether I'm working with an author, a ministry, or a publisher, I value trust, open communication, and a shared commitment to the finished book.

A stronger manuscript

A dependable process

An author's voice preserved

Good editing is a partnership.
It means listening closely, making thoughtful suggestions, and remembering whose story or message is being shared.

Editorial Services

1

Manuscript Evaluation

A full review of the manuscript's strengths, development, and readiness.

2

Developmental Editing

Structure, chapter flow, organization, and the big-picture development of the message.

3

Line Editing & Copyediting

Sentence-level clarity and flow, followed by grammar, usage, and style.

4

Proofreading

A final review for remaining errors before publication.

5

Additional Publishing Services

Beyond editing, I offer select publishing services to help authors prepare for publication.

- Interior Book Formatting & Layout—Professional formatting for primarily text-based books, including typography, chapter layouts, and a reader-friendly presentation for print
- Publishing Support—Self-publishing assistance, copyright registration guidance, ISBN acquisition and setup, manuscript preparation, author biographies, back-cover copy, and guidance through publication
- Cover Design—Available for select projects based on design needs and scope

The Word and the Voice

THE WORD

Honoring the integrity of Scripture

Christian manuscripts often include biblical teaching and Scripture quotations central to the author's message. I check references, wording, and consistency with the selected Bible translation, raising questions rather than making assumptions about the teaching.

THE VOICE

Refining the manuscript. Preserving the message.

Every author has a voice that's uniquely their own. My job isn't to change that voice, but to help the message come through more clearly and naturally while staying true to the author's tone, convictions, and intended meaning.

FEATURED PROJECT · MARCUS WICK MINISTRIES

Receiving the Holy Spirit

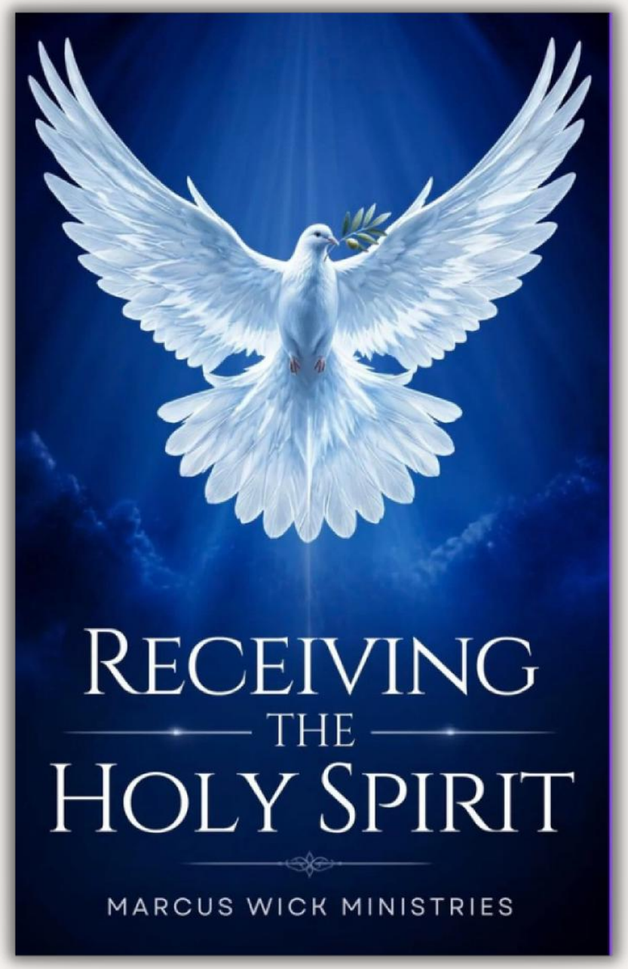
Line editing · Copyediting · Proofreading · Interior layout
Publication setup

Receiving the Holy Spirit was the second book I edited for Marcus Wick Ministries. I worked with the manuscript from its initial draft through publication preparation, providing line editing, copyediting, proofreading, interior layout, and publication setup.

The manuscript was heavily rooted in Scripture, requiring close attention to biblical references, quotation accuracy, consistency, and the flow of the teaching. With a tight turnaround, the project also required an efficient editorial process that maintained quality without compromising the minister's distinctive voice or intended message.

From refining the writing to preparing the final interior layout, I worked toward making the book clear, cohesive, and ready for publication within the requested timeframe.

This second collaboration was especially meaningful because it reflected the trust developed through our previous work together and my ability to manage a Scripture-intensive manuscript from draft to publication.



FEATURED PROJECT · ANASTASIA ROBINSON

Who Stole My Dream?

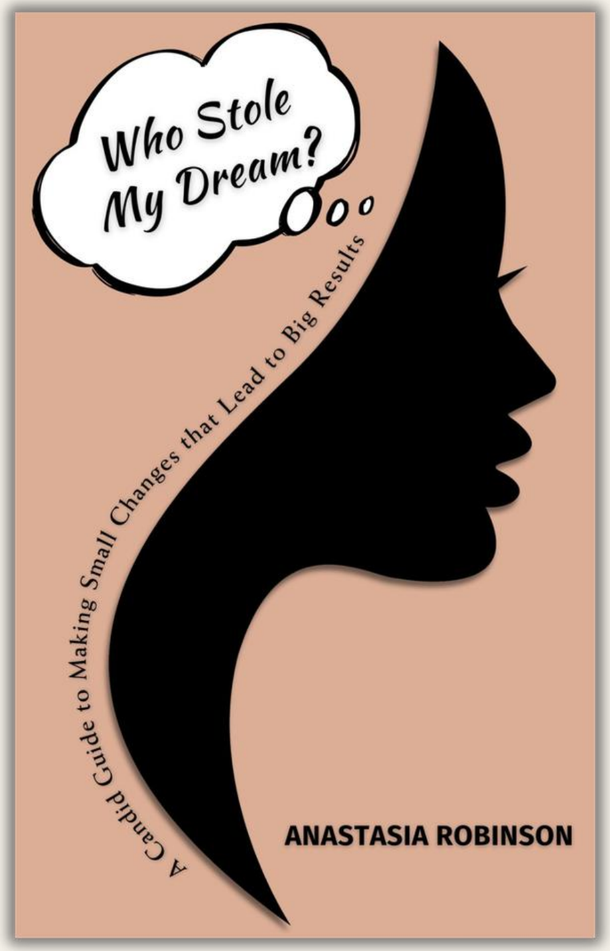
Line editing · Copyediting · Proofreading
Interior layout · Cover design · Self-publishing support

Who Stole My Dream? was a project that gave me the opportunity to work closely with Anastasia from her original manuscript through the publication of her book. My involvement extended beyond editing, allowing me to help her navigate the different stages of bringing her work to readers. I helped Anastasia embrace what God had been asking her to do for 20 years, despite the fear that had caused such a delay in her fulfilling this project.

I began with line editing, copyediting, and proofreading, focusing on clarity, consistency, and readability while making sure her personal voice and message remained intact.

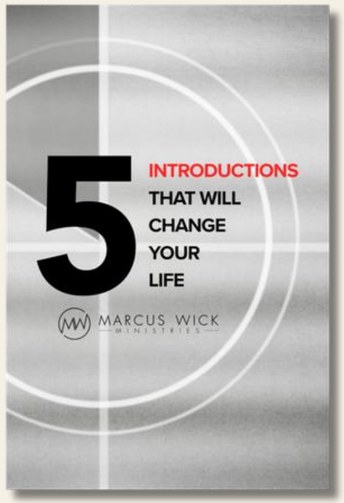
As the project progressed, I also handled the cover design, interior layout, and copyright-related assistance, along with guiding her through the self-publishing process. Beyond the book itself, I helped develop her author biography and webpage to support her introduction as a published author.

From the first editorial review to the final publishing details, I was able to offer not only editorial expertise but also practical and emotional support as her manuscript became a finished book.



Selected Editorial Projects

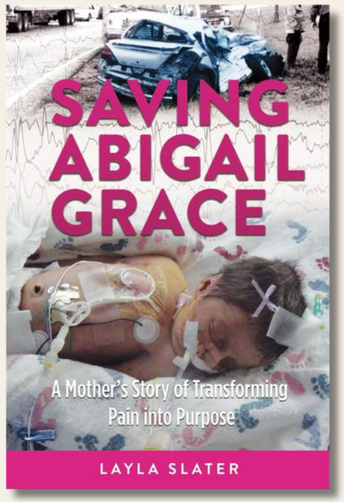
A selection of published books and the work I contributed to each project.



5 Introductions That Will Change Your Life

Marcus Wick Ministries

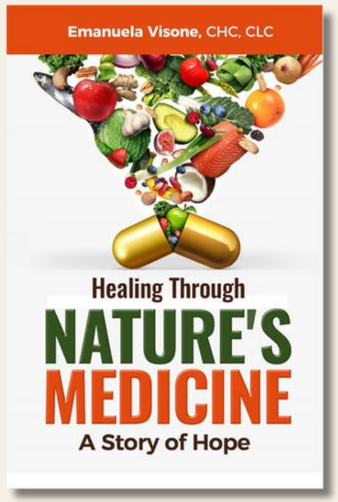
Second-Edition Revision & Interior Design
Brought in to revise an already published manuscript, address editorial concerns, and create a new interior layout and design. The successful collaboration led to a second book with Marcus Wick Ministries.



Saving Abigail Grace

Layla Slater

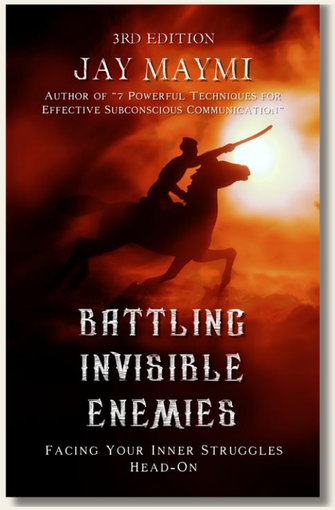
Contract Editing & Publication Preparation
Reworked an earlier edit to restore the author's voice; provided line editing, copyediting, proofreading, interior layout, and publication support.



Healing Through Nature's Medicine

Emanuela Visone

Manuscript-to-Publication Support
Provided editing, interior layout, copyright assistance, and self-publishing setup.



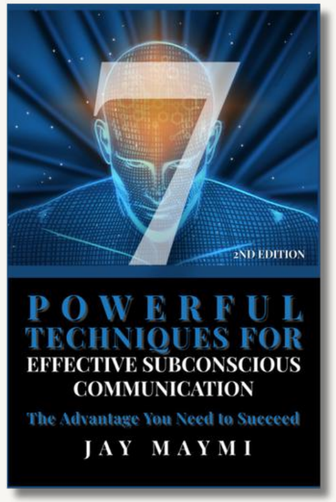
Battling Invisible Enemies

Jay Maymi

Manuscript-to-Publication Support
Provided editing, interior layout, and self-publishing setup.

Additional Editorial Projects

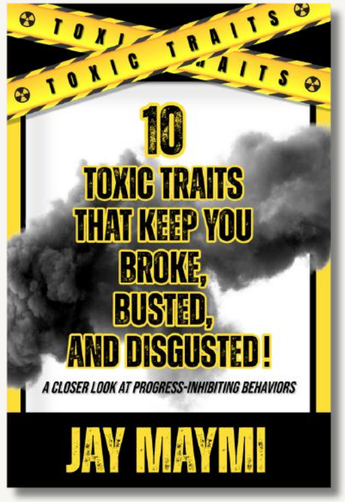
More published titles, with the scope of my work beneath each cover.



7 Powerful Techniques for Effective Subconscious Communication

Jay Maymi

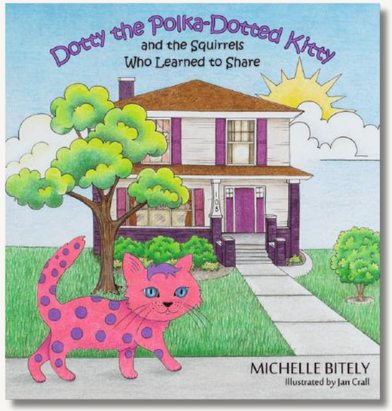
Manuscript-to-Publication Support
Provided editing, interior layout, and self-publishing setup.



10 Toxic Traits That Keep You Broke, Busted, and Disgusted!

Jay Maymi

Manuscript-to-Publication Support
Provided editing, interior layout, and self-publishing setup.



Dotty the Polka-Dotted Kitty and the Squirrels Who Learned to Share

Michelle Bitely

Manuscript-to-Publication Support
Provided manuscript evaluation and refinement, editing, interior design, copyright, and self-publishing assistance.

In Their Words

“Ivette worked on editing my manuscript and suggested thoughtful changes that retained my unique voice within the book. Ivette consistently met all the project deadlines we had agreed upon.”

ANASTASIA ROBINSON

Who Stole My Dream?

“Ivette was so patient with me as a first-time author. My book was complicated and she held my hand through the entire process. She took me straight from my draft to self-publishing.”

EMANUELA VISONE

Healing Through Nature’s Medicine

“I know she isn’t simply going to check for grammar and send it back. She takes the time to understand the heart and purpose behind what we are creating and then looks at the project as a whole.”

KAYLIE KARAGIAS

Creative Leader, Movement Church

“After a less-than-desirable editorial process with a previous editor, my experience with Ivette was a breath of fresh air. She returned a beautifully edited manuscript ahead of schedule.”

LAYLA SLATER

Saving Abigail Grace

“She took the time to understand my heart, my story, and the message I wanted to communicate, and she helped turn my ideas into something clear, impactful, and meaningful. I never felt like ‘just another client.’”

MICHELLE BITELY

Dotty the Polka-Dotted Kitty

A Publisher's Perspective

"As the owner of a company with a subcontracting business model, I spend a considerable amount of time vetting professionals to work with me and my clients. Contractors need to demonstrate strong work ethics, including protecting the client's voice, adhering to relevant publishing standards, working within established timeframes, and pricing appropriately for the market.

I've referred book coaching clients with a wide range of manuscript topics to Ivette Maymi because I know I can count on her to deliver on all those expectations—and provide great editing."

BONNIE DANEKER

President, The Author's Greenhouse LLC

Beyond the Manuscript

My editorial work goes beyond books. I've supported independent authors, publishing professionals, ministries, and educational organizations—adapting to each project's audience, purpose, and needs.

Publishing & Author Support

As an independent contract editor for The Author's Greenhouse, I worked with referred authors, including Layla Slater on *Saving Abigail Grace.*

My work also includes manuscript preparation, book formatting, publishing guidance, author biographies, and website content.

Ministry Communications

As part of the Movement Church creative team, I provide editorial support for devotionals, newsletters, discipleship materials, church website content, and other communications.

The goal is clear, consistent writing that respects the speaker's voice, convictions, and intended audience.

Education & Organizations

For Movement Christian Academy, my work has included redesigning board manuals and supporting other school and organizational documents.

I also edit website copy, articles, manuals, and materials that need to be organized, accurate, and easy to follow.

Credentials & Editorial Standards

18+ years of hands-on editorial experience, strengthened through ongoing study and professional development.

PROFESSIONAL TRAINING

Continuing Education

Edit Republic certifications in:

- High-Level Proofreading
- Line Editing
- Content Editing
- Advanced Manuscript Evaluation

PROFESSIONAL AFFILIATIONS

Industry Connections

Editorial Freelancers Association

NAIWE

ALPHA

Hispanic Women’s Network of Texas

EDITORIAL PRACTICE

Tools & Standards

Microsoft Word Track Changes, editorial queries, and style sheets

The Chicago Manual of Style and *The Christian Writer’s Manual of Style*

Scripture quotation, reference, and Bible-translation consistency

How I Work With Individual Clients

A straightforward, collaborative process that begins with your manuscript and the goals you have for it.

1

Getting acquainted

We discuss your manuscript, what you need, and where you are in the writing process.

2

Scope & proposal

I review the project and outline the recommended services, timeline, and next steps.

3

The editorial work

I edit with tracked changes, clear queries, and an eye toward your voice and message.

4

Delivery & next steps

You receive the agreed files, feedback, and guidance for the next stage.

A personal approach, clear expectations, and an author’s voice that remains their own.

How I Work With Publishing Houses

The same attention to each manuscript, with the flexibility to work within an established editorial team.

1

Project brief

We align on manuscript needs, the house style, editorial scope, and production requirements.

2

Workflow alignment

I follow the agreed schedule, communication channels, and handoff procedures.

3

The editorial work

Edits, queries, and style consistency are handled according to the publisher’s standards.

4

Handoff & follow-up

I deliver files in the required format and address questions as the project moves forward.

Dependable collaboration that respects the author, the editorial team, and the production schedule.

From the Other Side of the Desk

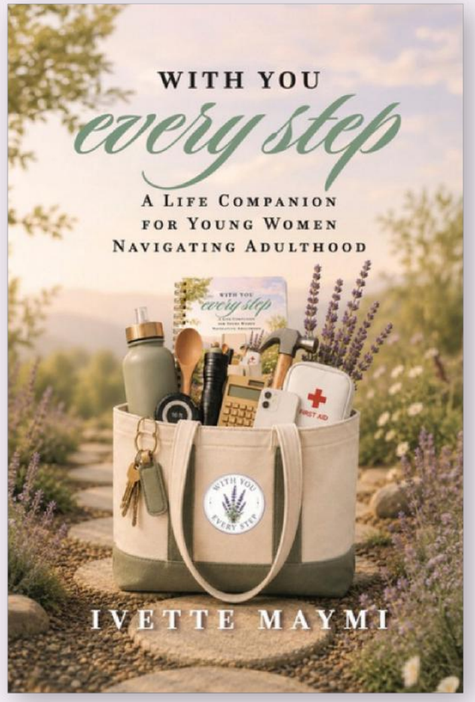
Writing my own books has deepened my understanding of what authors put into their work—and what it means to place that work in an editor’s hands.



FOR WOMEN READY TO WRITE

From Blank Page to Bestseller

An inspiring guide for women who have a story to tell but need the encouragement and confidence to finally put their words on the page.



COMING DECEMBER 2026

With You Every Step

Written with the heart of a mother and the wisdom of experience, *With You Every Step* offers young women practical guidance, encouragement, and a foundation of faith as they find their way through adulthood.

Let's Work Together

Whether you're preparing a manuscript for publication or looking for a dependable editorial partner, I'd welcome the conversation.

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FULL EDITING SAMPLES AVAILABLE ON REQUEST

