

Calculating Data Entry Estimates

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1. Count the number of keystrokes per line of text. This includes spaces and punctuation, as well as characters. To get an average, count the number of keystrokes for several typical lines. Round fractions up to the next whole number
 2. Count the number of lines per page, including any headers and footnotes. To get an average, count the number of lines for several typical pages. Round up to the next whole number, if necessary.
 3. Multiply step 1 by step 2, to get the number of keystrokes per page.
 4. Count the number of pages in the text, including title, table of contents, indexes, and other such materials.
 5. Multiply step 3 by step 4, to get the total number of keystrokes for the text
 6. Currently, the cost of data entry is \$.79 per 1000 keystrokes. Divide the answer from step 5 by 1000, then multiply by .79 (or vice versa), and round up to the next ten-dollar unit, to arrive at a DE estimate for the text.
- NOTE: for titles that have multiple volumes, this calculation should be made for at least two of the volumes, to determine if the volumes are consistent enough to generalize the estimate for one volume to all of them.