

AGREEMENT
For Editing Services

This agreement is between Emily Anderson (“Editor”) and _____
 (“Client”) and concerns the following manuscript:

Author(s):

Working title:

Length:

Description of manuscript:

1. EDITORIAL TASKS

The Editor agrees to do the following on the manuscript: ____ substantive editing, ____ line editing, and ____ copy editing of the full manuscript. The Editor will provide a typewritten critique and analysis of the manuscript and will allow the client one round of follow-up questions about the manuscript and critique, conducted via email or phone or in person as is convenient to both parties.

2. EDITORIAL TASK RECITALS

There are three primary focuses to the editing process. In the substantive editing part of the process, the work is examined troublesome writing habits on a large scale which permit fatal errors in structure. This includes examining the strengths and weaknesses of the manuscript relevant to engaging the target audience. The line editing part of the process seeks to make your writing consistent, smooth, and compelling so your reader moves effortlessly through your material. The copy editing part of the process is designed to correct the mechanics, grammar, spelling and punctuation errors. Once these areas are complete, assistance may be offered in the area of layout in preparation for printing.

While most manuscripts will benefit from all steps of the writing process, you may wish instead to simply employ a copy editor for the final step.

3. DOCUMENT PRICING FORMAT (full edit)

Up to 100 pages	\$500
101-150 pages	\$750
151-200 pages	\$1000
Add \$250 for each 50 pages thereafter	

Copy editing only:

Up to 100 pages	\$250
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101-200 \$500
Add \$100 for each 50 pages thereafter

One page equals an average of 250 words (10 words average per line, 25 lines average per page, double-spaced, Times New Roman). Documents should be on 8x11 paper, double-spaced, in Arial, Courier or Times New Roman, 12 point font.

Customized format pricing \$ _____

4. DELIVERY

The manuscript will be delivered to the Editor by the Client on or before _____ (date) by means of _____ (postal mail, e-mail, or meeting) in the following format: _____ (hardcopy or electronic).

All editing will be done via handwritten notes and marks on a paper version of the manuscript unless otherwise agreed in writing. The projected schedule for completion of the Editor's work is as follows: Within two to four weeks of delivery for manuscripts up to 100 pages, within two to six weeks for manuscripts up to 200 pages; longer manuscripts will require an adjusted schedule. Any subsequent editing of the manuscript will be subject to a new contract and new agreement.

5. PAYMENT

The agreed-upon editorial fee of _____, is to be paid by the Client to the Editor in the following manner: 50% deposit upon acceptance and signatures on this Agreement, with the balance paid upon receipt of the final manuscript.

The Client will reimburse the Editor for direct expenses incurred in fulfilling this agreement, including:

- Photocopying
- Printouts
- Electronic Data Transfer
- Long-distance calls
- Parking
- Travel
- Couriers and postage

6. TERMINATION

This agreement may be terminated by either party in the event of material change of circumstance, with 7 days' notice sent in writing to the other party at the address shown below. If the Editor terminates the agreement, the Editor will be paid by the Client for work done up to the date of termination. If the Client terminates the agreement, the Editor will retain the 50% deposit.

7. SPECIAL CLAUSES

(as needed)

8. INDEMNITY

Editing is intrinsically a subjective process of offering advice and suggestions to the Author and Client. In addition to offering such advice and suggestions, the Editor’s responsibility is limited to notifying the Client of any unresolved differences with the Author before the work proceeds to the next stage of production. While the Editor will make every effort to bring questionable material to the attention of the Client, the Client agrees to indemnify and save harmless the Editor from any and all claims or demands, including legal fees, arising out of any alleged libel or copyright infringement committed by the Author or Client in creating the work.

Editing a creative work such as fiction is perhaps the most subjective activity possible in the field of literature. The Editor will use her background and experience in editing the manuscript, recognizing that this experience, while successful for her, may not be successful for the author. The Editor's sole function is to aid and assist the Client in editing the manuscript. In this light the Editor will make her best efforts to advise and suggest changes to improve the manuscript. The decision to accept or reject the editor's suggestions is finally and solely the Client’s. Strunk & White’s *Elements of Style* will serve as the default style book unless the Client requests and supplies a different style book.

There are no guarantees in the highly competitive field of publishing. In large part the acceptance of a manuscript for publication is the subjective decision of a publisher and its editors. This decision is subject to the whims of taste and perceived marketability of the manuscript. This Editor, while working to aid the Client in preparing the best manuscript possible given the submitted material, has no way of judging the market or the whims and caprices of the publishing industry.

9. APPLICABLE LAWS

The terms of this agreement shall be interpreted according to the laws of Ohio, United States.

10. AMENDMENTS TO THIS AGREEMENT

This contract may be changed only by written agreement between the Editor and the Client and constitutes the only agreement between the parties.

Signed by the parties to this agreement on _____ (date).

Emily Anderson
995 Bryden Road
Columbus OH 43205

Client’s Name:
Address:
City, State & Zip:

614-477-1019

Phone number: