



Editorial Agreement

This agreement is between BookMakers: Editing and Submission Services ("Editor") and _____ ("Author") and concerns the following manuscript:

Pen name: _____

Working title: _____

Length and description of manuscript: _____,
approximately _____ words

1. EDITORIAL TASKS

The Editor agrees to do the following on the manuscript: Substantive/Structural Editing, Stylistic Editing, Copy Editing, Proofreading

(Terms are defined in Schedule A, attached, unless otherwise specified.)

2. DELIVERY

The manuscript is to be delivered to the Editor by the Author on or before _____ by means of e-mail in the following format: Word Document (.doc or .docx)

The project schedule for completion of the Editor's work is as follows:

- Start date:
- Within 30 days of the start date, the author and editor will meet in person or via phone to discuss suggested changes to the content and structure and will be presented with the first stylistic and copy edits. (30% payment)
- Author makes changes and contacts the editor when ready for a new date.
- New date is set and manuscript is resubmitted to the editor.
- Within 30 days of the new date, the editor will complete another full edit giving particular attention to the changes made by the author* as well as stylistic and copy editing, and the editor will return the suggested changes to the author. (30% payment)

- Author makes changes and contacts the editor when ready for a new date. (At this time, the author and editor discuss whether or not the manuscript is ready to be released or whether it still requires and/or could benefit from more editorial work.)
- New date is set for a final proofreading if agreed.
- Within 3 weeks of the new date the manuscript will be returned to the author to make the proofreaders changes. (final payment)

3. PAYMENT

The agreed-upon editorial fee of _____ based on a flat fee of \$0.03 per word in the original submitted draft, is paid by the Author to the Editor in the following manner:

- 10% as a deposit prior to signing the contract (to be refunded in full if the contract is not signed)
- 30% of the estimated cost as stated in the contract after the initial mark-ups are completed and a discussion of the mark-ups has taken place
- 30% when the manuscript is ready for a final proofreading
- The remaining fee will be due when the project is released.
- The fee does not include the Service Tax or other applicable federal or state sales taxes. Payment is to be made within 30 days of invoice.

The Author will reimburse the Editor for direct expenses incurred in fulfilling this agreement, including: photocopying, inputting, couriers and postage, travel (if required)

4. TERMINATION

This agreement may be terminated by either party in the event of material change of circumstance, with 5 days' notice sent in writing to the other party at the e-mail address shown below. If the Editor terminates the agreement, the Editor will be paid by the Author for work done up to the date of termination. If the Author terminates the agreement, the Editor will be paid by the Author for the work done until termination. If after sending a deposit, prior to the designated project start date, if the Author chooses not to sign the contract and wishes to terminate the business relationship, the Author will be refunded the deposit in full.

5. SPECIAL CLAUSES

The editorial credit line shall read: *BookMakers: Editing and Submission Services* and shall appear on the acknowledgements page, at the option of the Editor.

6. INDEMNITY

Editing is intrinsically a process of offering advice and suggestions to the Author. In addition to offering such advice and suggestions, the Editor's responsibility is limited to notifying the Author 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 Author, the Author 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 in creating the work.

7. APPLICABLE LAWS

The terms of this agreement shall be interpreted according to the laws of New Jersey.

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

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

Editor's signature: _____

Editor's printed name: _____

E-mail address: bookmakersediting@gmail.com

Mailing address: BookMakers Editing, 202 Edwards Avenue, Barrington, NJ 08007

Phone number: 856-905-8539

Author's signature: _____

Author's printed legal name: _____

E-mail address: _____

Mailing address: _____

Phone number: _____

In the case of an author under the age of 18, a parent or guardian will be required to also agree to this contract.

Parent's signature: _____

Parent's printed name: _____

E-mail address: _____

Address: _____

Phone number: _____

Schedule A

Definitions of Terms

Substantive/Structural Editing: Clarifying or reorganizing a manuscript for content and structure, checking for plot and character development, continuity, flow, point of view and voice.

Does not include the following unless specified:

- research
- writing original material

All changes will be suggestions made to the author in person or via phone conference.

Stylistic Editing: Clarifying meaning, eliminating jargon, polishing language, checking narrative fact only (i.e.: is something true within the narrative or fiction created), and other non-mechanical line-by-line editing. Does not include the following unless specified:

- checking or correcting reading level

All changes will be suggestions made to the electronic manuscript using Microsoft Track Change.

Copying Editing: Editing for grammar, usage, spelling, punctuation, and other mechanics of style; checking for consistency of mechanics and for internal consistency of facts; reviewing approximate placement of art; editing tables, figures, and lists. Does not include the following unless specified:

- Americanization
- standardization of weights and measures
- verifying translations or accuracy of non-English words
- editing index
- writing captions or credit lines
- obtaining or listing permissions needed
- providing front matter (prelims), cover copy or cover designs
- writing the preface, foreword, back matter or acknowledgements
- seeking approvals from author's representative

All changes will be suggestions made to the electronic manuscript using Microsoft Track Change.

Final Proofreading: Checking manuscript, prior to release and submission to a publisher, for minor, mechanical errors in copy (such as spelling mistakes or small deviations from style sheet).

Does not include the following unless specified:

- incorporating Author's alterations
- checking accuracy of running heads and folios
- checking page breaks
- inserting or checking page numbers to contents and page references
- flagging or checking location of illustrations.

All changes will be suggestions made to the final version of the electronic manuscript using Microsoft Track Change.

DRAFT