

AGREEMENT FOR EDITING SERVICES

This agreement is between T&J Publishers and the Client for Line Editing services.

1. EDITORIAL TASKS

The Client agrees to pay for one of the following editing services: proofreading, line editing, developmental editing:

Proofreading

- Examining each phrase for grammatical, spelling or punctuation errors.

Line Editing

- Going beyond proofreading to focus on word choice, rhythm, syntax and the overall strength of each sentence.
- Studying each sentence for wordiness and ensuring that unnecessary words are trimmed.
- Focuses on word meaning.

Developmental Editing

- Going beyond line editing to examine everything from plot to character development, pacing, structure and dialogue. Examine the text for any inconsistencies, such as plot holes and continuity errors.
- Explore how the text communicates the author's intended theme and idea.

2. DELIVERY

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

- Proofreading up to 100 pages: two to four weeks
- Proofreading up to 200 pages: two to six weeks

- Line Editing up to 100 pages: two to six weeks
- Line Editing up to 200 pages: two to eight weeks

- Developmental Editing: three to six months

Manuscripts longer than 200 pages will require an adjusted schedule.

3. PAYMENT

The fee for the service is to be paid in full to T&J Publishers by the Client before work may begin unless otherwise agreed upon by T&J Publishers and the Client. Fees are determined by page count at the rate of:

Proofreading: \$5 per page

Line Editing: \$10 per page

Developmental Editing: \$20 per page

**Every 250 words constitutes a single page according to the Editorial Freelancers Association (EFA)*

This agreement is for one manuscript. Revisions of a manuscript submitted by the Client to T&J Publishers after work has begun on the original submission will be subject to additional charges.

Manuscripts must be submitted to T&J Publishers via email and must be typed in a Word Document (or any editable word processor). Manuscripts submitted via mail and on paper (handwritten or typed on paper) will be subject to a \$2.50 per page transcribing fee - for T&J Publishers to type into a word processor.

4. 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 his background and experience in editing the manuscript, recognizing that this experience, while successful for him, 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 his 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. 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.

5. AMENDMENTS TO THIS AGREEMENT

This agreement becomes active upon the accepting of the *terms of agreement* for this service by the Client, submission of the manuscript by the Client to T&J Publishers, and confirmation of the receipt of the manuscript by T&J Publishers via email.