

This agreement is between Eanna Webb (“Editor”) and ..... (“Author”) and concerns the following manuscript:

Author(s): .....

Working Title: .....

Word Count of Manuscript: .....

### 1. THE \_\_\_\_\_ EDITING TASKS

The Editor agrees to do the following to the manuscript:

- a. A developmental edit, to include comments made to the manuscript, a report to include assistance with plot, character development, structure, content, point of view, and other, story-level changes.
- b. Development reviews to be completed. The Author may submit the manuscript as many times as they like throughout this process, in part, or in whole. The Editor will give some direction advice at the end of the initial development edit on how best to utilize this section.
- c. Line and Copyediting, which will occur via Track Changes. The Author will need to go through and accept/reject each suggested edit. These edits will be made in terms of grammar, spelling, regional/national English usage, style, tone, and readability.
- d. A final proofread, where the spelling and grammar is given a once over post-formatting, and where the technical aspects of style are adhered to CMOS 17.

- e. The Editor agrees to communicate back and forth upon commencement of the editing contract. This will allow the Author to gain structured feedback upon completion of future edits made by the Editor in this contract only. There is no specific number of times the Author can ask the Editor for further feedback, nor is there any time restriction placed upon this process.
- f. The Author also has the right to participate in video calls (with or without the video enabled) to gain spoken feedback and general discussion of the manuscript. This is limited to one per round for all proofreading, copyediting, and line editing but is unlimited when purchasing a developmental edit. Please be aware that arranging this may be difficult if time zone differences occur. The Editor is based in the UK but is willing to be as flexible as possible. Video calls are limited to two-hour slots.

## 2. DELIVERY

This project commences on           . If the manuscript is delivered by the Author to the Editor late, then the Editor has the right to cancel the booking and follow the cancellation procedure outlined in section 7.

Contingent upon immediate signing of this contract and payment, the edit of the manuscript is to be delivered to the Author by the Editor on or before           . Please be aware that this an ESTIMATION only. All efforts will be made to be on time, but editing is often creative and flexible and therefore adjustable.

### 3. PAYMENT

The Author agrees to pay the Editor [REDACTED] in monetary funds for the services outline in section one (based on [REDACTED] words). Payments are to be made via whatever method the Author chooses, but the Editor does not accept PayPal. An invoice will be provided. The Author may pay via cheque, but no editing will commence until the cheque has been received and processed at the bank. The time on this will vary dependent upon the Author's current location in the world and what bank is used to process the cheque.

If any payment is late, then a 4% interest fee will incur for every two weeks it is held back. Anything up to a week late is fine and no charge will incur.

### 4. CONFIDENTIALITY

The Editor agrees not to reproduce, give, or show anyone any material sent to her by the Author for editing purposes, unless agreed to by the Author in writing. A testimony will be asked of the Author, if they so wish, which is to be used on any website owned by the Editor in the future. If the Author publishes the manuscript edited, as detailed in this contract, the Editor would like to have their services credited in the inside cover of the book, but this is not strictly required and is at the discretion of the Author. The Editor may wish to advertise your work on their future website/s for free, but permission will be granted in writing prior to advertisement.

### 5. LIMITATIONS

No guarantees are made as to the saleability or marketability of the edited manuscript. Nor is there a guarantee that the manuscript will be completely error free, though full efforts will be made to make it as error free as possible within the editorial type's limitations. The Author should be aware that if purchasing a copyedit and/or line edit, a further proofread will be needed to make the manuscript reach the usual 95% error rate, as a single pass of copyediting and/or line editing is usually not enough. None of this applies to developmental editing, as no grammatical corrections are made throughout that process.

Unless a co-writing/co-authorship is made in writing, all royalties and monies gained by the sale of the manuscript will be the sole property of the Author.

## 6. MISCELLANEOUS

This agreement may be amended only in writing signed by both parties.

## 7. TERMINATION

Once the project is in process, either party may terminate this agreement in the event of material change of circumstance with 14 days' notice sent in writing to the other party at the address(es) provided. If the Editor terminates the agreement, the Author will pay the Editor for work done up to the date of termination, and the Editor will refund overpayment. If the Author terminates the agreement, the Author will pay the Editor for

the work completed up to the date of termination, but this amount will not be less than 50% of the estimated total for the project or project's current round of editing.

If the Author chooses to cancel the project within one week of the start date, a 20% cancellation fee will incur. This 20% is taken from that editing round's price and not the project total, unless only a single round is being purchased. Cancelling any earlier than within a week of the start date will incur no charges.

This agreement is made and entered into by and between the parties hereto on this date:

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Author signature

Author full name and address:

Date:

Editor signature C. Roberts

Editors full name and address: 18 The Poplars, Trowbridge, UK, BA14 0AG

Date:                     .