

Sarah Hawkins | Writer & Editor

Editing Agreement

This Editor Service Agreement (“Agreement”) is made by and between Sarah Hawkins, editor services provider (“Editor”), and [Click or tap here to enter text.](#) (“Author”) for [Click or tap here to enter text.](#), [Click or tap here to enter text.](#) (“Manuscript”).

1. EDITORIAL TASKS AND PROCESSES

The Editor agrees to perform the following on the Manuscript of #WORDS words (per the Author's estimation):

Line editing, which focuses on:

- Voice and style
- Refining character, setting & sensory details
- Dialogue & dialogue tags
- Hooks & prompts
- "Comfort" writing habits (overused words & phrases, clichés, imprecise adjectives, and similar sentence structures)
- Consistency

Copyediting, which focuses on:

- Grammar
- Punctuation
- Spelling
- Fixing echo/repeated words
- Routine fact-checking as it relates to routine tasks, such as verifying dates and the spelling of locations and names.
- Cross-checking within the Manuscript
- Accuracy of timeline
- Tracking internal inconsistencies in plot, characterizations, descriptions, and settings
- May include flagging awkward phrasing, suspicious logic, and contradictions

Proofreading, which includes:

- Typos
- Double words
- Grammar
- Punctuation
- Spelling
- Internal formatting issues

- May include flagging inconsistencies in plot, voice, character, and descriptions

The Editor shall complete the edits using digital notes and tracked changes on a digital copy of the Manuscript. The Editor shall complete three editorial passes on the Manuscript.

The Chicago Manual of Style will serve as the default style book unless the Author requests and supplies a different style manual. *Merriam-Webster's Online Dictionary* will serve as the default dictionary unless the Author requests and supplies a different dictionary. All additional sources referenced will be listed on the style sheet ("Style Sheet").

The Editor and Author will conduct all communication electronically through email. The Editor will provide the Author with two (2) weekly updates, which may include some queries regarding the Manuscript. The Author shall answer the Editor's queries within a reasonable timeframe. Any outstanding queries will be left as a comment in the Manuscript or Editorial Report.

The Editor shall then return the Manuscript to the Author. The Author will then either accept/reject changes, answer any of the Editor's queries, and if necessary, consult with the Editor via email for the remaining minor edits related to Word editing and/or Editor queries. After the Author responds to suggested queries, the Author may send the edited Manuscript back to the Editor for a second editing round. The Author has two rounds available per Agreement, and a round consists of one (1) to three (3) editing passes.

2. DELIVERY OF WORK

Contingent upon immediate signing of this Agreement and receiving the Manuscript by DATE, a copyedited manuscript will be returned to the Author on DATE. The Author shall deliver the Manuscript in the following format:

Line Editing and Copyediting

- Microsoft Word document
- Double-spaced
- 12 pt serif font (Times New Roman is preferred)
- Page numbers applied

Proofreading

- Microsoft Word document or PDF
- It is recommended to have the Manuscript formatted for publication
- If you made any updates, please include the Style Sheet as a separate document.

Contingent on the Author sending the Manuscript by [Click or tap to enter a date.](#), the Editor shall complete the copyediting and return the Manuscript to the Author on DATE, in the following format:

- Microsoft Word document with all edits visible (ALLMARKEDUP copy)

- Microsoft Word document with copyedits applied (CLEAN copy). Comments and queries will remain in this copy.
- A PDF with all edits visible (proofreading only)
- An updated Style Sheet, if applicable
- An edit summary + feedback

3. PAYMENT OF SERVICES

For rendering the Services outlined in this Agreement, the Author will pay the Editor compensation of [Choose an item](#).per word of service the Editor provides to the Author. Based on the estimated word count provided by the Author to the Editor on DATE, the total estimated cost will be COST. The total cost is subject to change if the Author's final word count exceeds one hundred (100) words more or less than the estimate provided.

Invoices are payable within fifteen (15) days. For any payment that is not paid when due, the Editor will apply an interest rate of 2 percent per month or partial month, including the month following the invoice date, unless otherwise agreed in writing by the Editor.

4. BILLING SCHEDULE

The Editor shall bill the Author twice for the rendering of Services outlined in this Agreement, plus a deposit.

Deposit

The Author shall pay the Editor a non-refundable [Click or tap here to enter text](#). deposit upon signature of this Agreement. This deposit retains the Author's start date of [Click or tap to enter a date.](#), on the Editor's schedule.

Initial Payment

Upon delivering the manuscript to the Editor, the Author shall pay the Editor [Click or tap here to enter text.](#).

Final Payment

Upon receipt of the delivery from the Editor, the Author shall pay the remaining amount of the above compensation, for an estimated total of \$.

PAYPAL: The Editor will provide detailed invoices to the Author, and the Author will pay the Editor for Services rendered through a secure PayPal transaction.

5. RESCHEDULING AND CANCELLATION OF SERVICES

Should the Author need to reschedule the start date for the Services outlined in this Agreement, the Author notify the Editor at least one (1) month before the start date. The Author shall pay the Editor a non-refundable [Click or tap here to enter text](#). rescheduling deposit. This deposit retains the Author's new start date on the Editor's schedule.

Should the Author wish to terminate the Agreement before the Services outlined in this Agreement are complete, the Author will compensate the Editor for services rendered, plus a non-refundable cancellation fee of 20% of the remaining cost, up to \$200.

Exceptions to these policies will be determined on a case-by-case basis.

6. REFUND OF SERVICES

While editing and proofreading will give the Author a greater chance of success, purchasing a service through Sarah Hawkins Editorial Studio is NOT a guarantee of publication, representation, favorable reviews, website traffic, manuscript requests, or book sales.

The goal of the Editor is to provide a satisfactory service for all clients; however, errors are subjective and may remain in a manuscript after an edit, and accuracy declines when provided an error-riddled manuscript. The Editor's goal is to catch 80 percent of errors while keeping the authorial style and characters' voices intact.

The Editor recommends at least one (1) round of copyediting and/or proofreading by second trusted person to ensure the lowest number of errors prior to publication.

If an Author determines the services provided did not fit their particular editing needs or were not performed up to the Author's standards, they shall notify the Editor about their concerns within thirty (30) days of the Author's receipt of the manuscript delivery or final invoice payment. The Editor will make every attempt to address any concerns or identified issues at no cost to the Author, and the Author will provide any additional information the Editor may need to complete their review. The Editor will only consider a partial refund of 20% of the total cost, up to \$200, when those issues cannot be resolved.

Exceptions to these policies will be determined on a case-by-case basis.

This provision shall continue to be effective after the termination of this Agreement.

4. CONFIDENTIALITY

The Editor will not at any time or in any manner, either directly or indirectly, use for the personal benefit of the Editor, or divulge, disclose, or communicate in any manner any information that is proprietary to the Author unless they have received written permission from the Author to do so. The Editor will protect such information and treat it as strictly confidential.

This provision shall continue to be effective after the termination of this Agreement.

5. TERM

This Agreement will terminate automatically upon completion of payment and publication of the Manuscript.

6. SIGNATURES

If this Agreement is acceptable to the Author and Editor, the Author and Editor will electronically sign and date below:

EDITOR

_____ (Date: _____)

AUTHOR

_____ (Date: _____)

Please retain a copy of this for your records.

Version 2

Updated July 1, 2023