

Seattle (Etcetera) Editing  
110 Warbler Lane  
Port Ludlow, WA 98365



This agreement is between Melanie M. Austin (“Editor”) and (Client) \_\_\_\_\_ and concerns the following manuscript:

Author:

Working title:

Length and description of documents:

### 1. EDITORIAL TASKS

The Editor agrees to do the following on the manuscript

### 2. DELIVERY

The manuscript will be sent electronically to the Editor by the Client. Please make sure the file in MS Word-friendly and editable.

### 3. PAYMENT

The editorial fee of \_\_\_\_\_ is to be paid by the Client to the Editor in the following manner:

You may send a check or money order, or pay through PayPal, using my email address:  
[seattle\\_editing@comcast.net](mailto:seattle_editing@comcast.net)

If you pay by check, please make your check out to “Seattle Editing” and mail your payment to:

Melanie Austin  
110 Warbler Ln.  
Port Ludlow, WA 98365

I typically provide an estimate for the whole job, based on a sample edit, which allows me to estimate how much time the job will take, and the word count. In such cases, I ask for a down payment of 1/2 of the total. Final payments are due when the job is completed.

Please include the (signed) signature page (page 2) with the initial payment.

### 4. TERMINATION

This agreement may be terminated by either party in the event of a material change of circumstance, with fourteen days’ notice sent in writing to the other party. 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 be paid by the Client for the work done until termination or 50 percent of the agreed-upon fee, whichever amount is greater.

**5. SPECIAL CLAUSES**

If the Client chooses to credit the editor (not required), the editorial credit line shall read Melanie M. Austin, editor.

Other: Upon satisfactory completion of the project (as indicated by payment made to the Editor), the Author grants the Editor permission to add the Author’s name and project title to the Editor’s published list of completed projects.

**6. PROPERTY RIGHTS**

All text in the manuscript is the sole property of the Author. The Editor shall not make public any part of the manuscript without the written permission of the Author.

**7. INDEMNITY**

Editing is intrinsically a 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 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.

**8. DISPUTE RESOLUTION**

In the event of any dispute, claim, question, or disagreement arising from or relating to this agreement or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution that is satisfactory to both parties. If they do not reach such solution within a period of 60 days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association in accordance with the provisions of its Commercial Arbitration Rules.

**9. APPLICABLE LAWS**

The terms of this agreement shall be interpreted according to the laws of the state of Washington.

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

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Editor’s printed name: Melanie Austin

Client’s printed name:

E-mail: seattle\_editing@comcast.net

E-mail:

Phone: 206-784-7070

Phone:

Date:

Date:

Schedule A

**Definitions of Terms**

**Developmental/Project Editing** : from Editorial Freelancers Association (EFA): “The definition varies from publisher to publisher and from client to client, but basically a developmental editor helps an author develop ideas—or develop a manuscript if it already exists—into a coherent, readable work. The term is used somewhat differently in educational publishing, where a developmental editor might be the researcher, the writer, or both.”

Developmental editors help a novelist organize, sharpen, and tighten a manuscript so that the characters and dialogue were believable, the plot coherent, and the setting appropriate. I include a detailed written critique with my developmental edit as well as mentoring during the revision process.

*Note: Developmental editing does not automatically include copyediting, which is billed separately.*

**Substantive/Structural Editing:** Clarifying or reorganizing a manuscript for content and structure. Does not include the following unless specified:

- research
- negotiating changes with Author
- writing original material

*Note: The agreement should specify whether changes are to be suggested or drafted; if the latter, it should specify whether changes are to be made to hard copy or to the electronic manuscript.*

**Stylistic Editing:** Clarifying meaning, eliminating jargon, polishing language, and other non-mechanical line-by-line editing. Does not include the following unless specified:

- checking or correcting reading level
- negotiating changes with Author
- creating or recasting tables or figures

*Note: The agreement should specify whether changes are to be suggested or drafted; if the latter, it should specify whether changes are to be made to hard copy or to the electronic manuscript.*

**Copy Editing:** Editing for grammar, usage, spelling, punctuation, and other mechanics of style; checking for consistency of mechanics and for internal consistency of facts. Editor edits in Track Changes and proofreads for punctuation, typos, and formatting after Client accepts and/or rejects changes.

Does not include the following unless specified:

- providing or editing art manuscript
- obtaining or listing permissions needed
- providing or changing system of citations
- providing front matter (prelims), cover copy, or CIP data
- editing index
- editing preface or foreword
- writing or editing captions or credit lines
- negotiating changes with Author
- writing running heads
- seeking approvals from clients’ representatives

*Notes: The agreement should specify whether changes are to be made to hard copy, to the electronic manuscript, or to both.*

*“Copyediting” is often loosely used to include stylistic and even structural editing, fact checking, and mark-up. It is not so used in this agreement. These other tasks must be specified.*

**Fact Checking/Citation Checking/Reference Checking:** Checking accuracy of facts and quotes by reference to original sources used by Author or to other reference sources.

**Permissions:** Locating source information and obtaining permission releases for copyrighted material. Does not include the following unless specified:

- reading manuscript and composing list of permissions needed
- setting and maintaining budgets
- negotiating usage fees

**Proofreading:** Checking proofs of edited material for adherence to design and for minor, mechanical errors in copy (such as spelling mistakes or small deviations from style sheet). Does not include the following unless specified:

- incorporating or exercising discretion on Author’s alterations
- inserting or checking page numbers to contents and page references
- copyfitting
- marking color breaks
- checking accuracy of running heads and folios
- flagging or checking location of art
- checking page breaks

*Notes: The agreement should specify whether proofs are to be read in isolation or “to copy” and whether a style sheet will be provided. It should also specify whether proofs are first, second (or subsequent), or final pages.*

*“Proofreading” is often loosely used to include copy editing and other tasks. It is not so used in this agreement. These other tasks must be specified.*