

Blysser Press Editorial Agreement

This agreement is between Charity Becker ("Editor") and _____
_____ ("Client") for the following manuscript:

Working title: _____

Length and description of manuscript: _____

1. EDITORIAL TASKS

Editor responsibilities (mark one):

Proofread: Read a formatted, polished work and give feedback. Editor will NOT make changes to the document beyond optional colored highlights and footnotes. Includes one follow-up email per submission for questions/answers. (see 1-A) *****For a formatted, polished, professionally edited piece ready for publication.*** \$1 per page

Deep Edit/Teaching Edit: **Most Popular**** Mark spelling, grammar, punctuation errors. Give detailed plot feedback/suggestions. Provide links and/or book references to help guide and teach Client. This edit type includes Copy Editing advice, Typesetting advice, Formatting advice, (See Schedule A) Substantive/Structural Editing, Stylistic Editing, all as needed at the discretion of Editor. Editor will NOT make changes to the document beyond colored highlights and footnotes. Includes two follow-up emails per submission for questions/answers. (see 1-A) *****For rough drafts, author-polished or self-edited manuscripts, and/or authors who would like help improving their skills/story. This edit provides one-on-one teaching, guidance, and assistance.*** \$2.50 per page

Regular Edit: Mark spelling, grammar, and punctuation errors. Give minor plot feedback/suggestions. Editor will NOT make changes to the document beyond optional colored highlights and footnotes. Includes two follow-up emails per submission for questions/answers. (see 1-A) *****For rough drafts, professionally edited once already, author-polished or self-edited manuscripts.*** \$2.00 per page

Manuscript Evaluation: Editor will read manuscript and give feedback on quality and if there is a market for the book and what the next step should be. Editor may point out plot issues and give suggestions for fixing them. Editor will NOT make changes to the document beyond optional colored highlights and footnotes. Includes one follow-up email per submission for questions/answers. (see 1-A) \$0.50 per page

Ghost Writing: Writing material based on Client's notes and direction. Includes one proofread. Additional sections, drastic re-writes (more than 5 minutes of work), or major changes to existing manuscript will be billed the

hourly rate of \$50 an hour, billable in 5-minute increments.

1-A.

Submission means each individual section sent. For example: Chapter 1 – 3 sent at once would be one submission. Chapter 1 sent on its own would be one submission. The whole book sent all at once would be one submission. One page sent on its own would be one submission. Follow-up emails are one per submission (unless otherwise noted). Additional emails *may* be charged the hourly rate of \$50, billable in 5-minute increments. Example: Client email takes 5 minutes to read, then 5 minutes to respond to, Client will be charged for 10 minutes, at the discretion of the Editor. Any billing for additional email replies will be cleared with Client first. Editor reserves the right to charge or NOT charge for additional emails on a case by case basis. Client will be informed of any possible charges and given the option to receive no further emails.

2. DELIVERY

Client shall send digital copy of manuscript via email or Dropbox. NO PAPER COPIES will be accepted.

Editor reserves up to four weeks from time of payment to complete each submitted section up to 30 pages, unless otherwise stated here. Client understands that longer works may take significantly longer to complete. Completed work will be sent via email or Dropbox.

3. PAYMENT

The agreed-upon editorial fee (listed above in each section) is to be paid in advance by the Client to the Editor via Paypal (editor@blyster.com), Credit or Debit card, or cash in person. NO PAPER CHECKS. A "page" is defined as a 5X8 page in Garamond font at 12 – 14 px, or no more than 230 – 250 words per page.

Payment is to be made within 5 days of invoice. Editor will not start working until payment has cleared the bank, which could take up to 7 business days for e-checks and Debit cards.

The Client will reimburse the Editor for direct expenses incurred in fulfilling this agreement, including: photocopies, long-distance calls, printouts, parking, travel, couriers & postage. **When done digitally, these fees usually do not apply. Editor is responsible for all Paypal fees.

4. TERMINATION

This agreement may be terminated by either party in the event of material change of circumstance, with 15 days notice sent in writing/email to the other party at the address shown below. If the Editor terminates the agreement, the Editor will be paid by the Client for work done up to the date of termination at the rates listed above. If the Client terminates the agreement, the Editor will be paid by the Client for the work done until termination at the rates listed above.

5. Editing is intrinsically a process of offering advice and suggestions to the Client. 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 and or fines, arising out of any alleged or actual libel or copyright infringement committed by the Client in creating the work. Client understands that editing is a many-step process and that one round of edits is rarely enough to bring any manuscript to publication-ready status. Two edits are usually sufficient (one Deep/Teaching edit and one Proofread), but three or more could be needed if significant

changes are required in the first and subsequent edits. Client is NOT obligated to hire Editor for subsequent/additional edits. Client understands that editors are human and humans make mistakes—as such, no editing job can be 100% perfect, and some small mistakes may be missed, especially in a rough work with many issues. Editor will put forth maximum effort to avoid any missed issues or mistakes, but there is no guarantee from any editor with any company for perfection. Client understands that Editor teaches/mentors aspiring editors and may have an intern/assistant look at Client's manuscript. Any assistants/interns have signed a confidentiality agreement. All intern/assistant edited work will be edited a second time by Editor—Client would be getting a double-edited manuscript for the single-edit price. You may opt out of assistants/interns editing your work.

6. APPLICABLE LAWS

The terms of this agreement shall be interpreted according to the laws of Washington State—Pierce County.

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

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

Signature: _____

Signature: _____

Editor's printed name: _____

Client's printed name: _____

Address: _____

Address: _____

**Schedule A
Definitions of Terms**

Ghost Writing. Creating a new manuscript or parts of a manuscript on the basis of content and research supplied by Author. Does not include fact checking, research, checking or correcting reading level, tables, graphs, or images.

Substantive/Structural Editing. Clarifying or reorganizing a manuscript for content and structure. Does not include fact checking, research, writing original material, checking or correcting reading level, tables, graphs, or images.

Stylistic Editing. Clarifying meaning, eliminating jargon, polishing language, and other non-mechanical line-by-line editing. Does not include fact checking, research, writing original material, checking or correcting reading level, tables, graphs, or images.

Copy Editing. Editing for grammar, usage, spelling, punctuation, and other mechanics of style; checking for consistency of mechanics. Does not include fact checking, research, writing original material, checking or correcting reading level, tables, graphs, or images.

Proofreading. Checking proofs of *formatted, 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 fact checking, research, writing original material, checking or correcting reading level, tables, graphs, or images.