



Emma Walton Hamilton, Freelance Editor

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Editorial Services Agreement

This agreement is between **Emma Walton Hamilton** (“Editor”) and (“Client”) and concerns the following manuscript(s):

Author(s):

Working title(s):

Length and description of manuscript(s):

1. EDITORIAL TASKS

The Editor agrees to do the following for each manuscript:

- Provide a comprehensive written conceptual edit and line edit of the full manuscript, with specific recommendations as to how to strengthen and improve plot, narrative, character development, theme, structure and presentation, enhance readability, improve grammar and sentence structure and maximize sales potential.
- Allow the client one round of follow-up questions about the manuscript and critique, conducted via email, limited to a half-hour or less of the editor’s time;

2. DELIVERY

The manuscript is to be delivered to the Editor by the Client by means of hard copy or disk via postal service or digital copy via e-mail in the following format: Microsoft Word

All editorial recommendations will be made via email, unless otherwise agreed in writing.

The projected schedule for completion of the Editor's work is within three weeks of author's delivery of manuscript. Any subsequent editing of the manuscript will be subject to a new contract and new agreement.

3. PAYMENT

The agreed-upon editorial fee of \$ per manuscript is to be paid by the Client to the Editor in the following manner:

Full payment in advance, upon delivery of manuscript, via Paypal. Editor will invoice Client for payment via Paypal invoice.

4. TERMINATION

This agreement may be terminated by either party in the event of material change of circumstance, with 7 days' notice sent in writing 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. If the Client terminates the agreement, the Editor will be paid by the Client for the work done until termination or \$100 per manuscript, whichever amount is greater.

5. INDEMNITY

Editing is a highly subjective process of offering advice and suggestions to the Author / Client to strengthen and improve a manuscript. The Editor will make her best efforts to advise and suggest changes to improve the manuscript based on her own experience as a professional author and editor. The decision to accept or reject the editor's suggestions is solely the Client's.

The Editor makes no representations or warranties that she can or will attempt to have the manuscript published or aid in publishing the manuscript. The Editor's sole function is to aid and assist the Client in editing the manuscript.

There are no guarantees in the highly competitive field of publishing. The acceptance of a manuscript for publication is the subjective decision of a publisher and its editors. This decision is based upon individual taste and the perceived marketability of a given manuscript. This Editor, while bringing her personal experience and understanding of the trends of the current market to bear on the editorial task at hand, will work with the Client in preparing the best manuscript possible given the submitted material, but has no final control over the market or the decisions made by individual publishers or members of the publishing industry.

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.

7. APPLICABLE LAWS

The terms of this agreement shall be interpreted according to the laws of New York, United States.

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

Client's printed name:

Address:

Signature:

Email address:

Phone:

Date:

Please indicate how you found out about this service:

Internet Search Engine

Julie Andrews Collection Website

Personal Recommendation

Other (please specify):

Schedule A

Definitions of Terms

Comprehensive written critique / analysis:

Conceptual overview of manuscript's strengths and weaknesses, Including specific recommendations for strengthening and improving plot, narrative, character development and theme, as well as concept, structure and presentation.

Does not include the following unless specified:

- research
- writing original material
- negotiating changes with Author
- further critique or evaluation after the initial critique is completed

Line Edits / Line-by-Line Recommendations:

Editorial comments and/or suggestions on a line-by-line basis, intended to clarify meaning, eliminate jargon, polish language, and otherwise improve flow and readability.

Does not include the following unless specified:

- checking or correcting facts or reading level
- creating or recasting tables or figures
- negotiating changes with Author
- providing or editing art manuscript
- providing or changing system of citations
- editing index
- writing or editing captions or credit lines
- obtaining or listing permissions needed
- providing front matter (prelims), cover or flap copy
- editing preface or foreword
- negotiating changes with Author
- seeking approvals from clients' representatives or publisher