



Sundragon Editing Editorial Agreement

This agreement is between **Sundragon Editing** (“Editor”) and _____ (“Client”) and concerns the following manuscript:

Author(s):

Working title:

Length and description of manuscript:

1. EDITORIAL TASK

The Editor agrees to do the following on the manuscript:

(Terms are defined in Schedule A, attached, unless otherwise specified.)

2. CONFIDENTIALITY

The Editor agrees to respect the confidentiality of any information provided by the Client.

3. DELIVERY

The Client agrees to deliver the manuscript to the Editor as a Microsoft Word document by email attachment on or before **DATE**.

The projected schedule for completion of the Editor’s work is as follows:

The Editor cannot be responsible for deadlines missed due to unforeseen circumstances such as weather emergencies, serious illness or dire family emergencies, war, and acts of god.

The Editor’s work is not a guarantee that the Client’s manuscript will be accepted for publication.

4. PAYMENT

The agreed-upon editorial fee of **FEE** is to be paid by the Client to the Editor. For each payment, the Editor will invoice the Client via PayPal, with the due date indicated on the invoice. The Client will submit payment via PayPal.

First payment is a non-refundable deposit of **10% of total fee**, due on **DATE of contract** to reserve time in the Editor’s schedule.

Second payment: 40% of total fee, due on Client's delivery of manuscript to Editor.

Third payment: 40% of total fee, due on Editor's delivery of first-round edits to Client.

Final payment: 10% of total fee, due on completion of work.

Final payment is to be made within 30 days of invoice. Late payments are subject to a 1.5% late fee, billed monthly.

Late payments on first, second, or third payments may cause a delay in scheduled work on the Client's manuscript and may result in cancellation or rescheduling of the work.

5. RESCHEDULING

The Client agrees to promptly notify the Editor of any need to delay/reschedule the work. The Editor will make reasonable effort to accommodate the Client's schedule; however, rescheduling may result in significant delay or cancellation of the work.

The Editor agrees to promptly notify the Client of any need to delay/reschedule the work and will make reasonable effort to accommodate the Client's schedule.

4. TERMINATION

This agreement may be terminated by either party in the event of material change of circumstance, with 3 days' notice. If either party terminates the agreement, the Editor will be paid by the Client for work done up to the date of termination.

5. INDEMNITY

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, arising out of any alleged libel or copyright infringement committed by the Author or Client in creating the work.

Signed by the parties to this agreement on **DATE**.

Signature: _____

Signature: _____

Editor's printed name: Sarah M. Andrews

Client's printed name: _____

Owner, Sundragon Editing

Schedule A

Definitions of Terms

Light Copyediting

- Correct errors in spelling, grammar, word use, and punctuation.
- Ensure consistency in in-text citations, footnotes, numerals, capitalization, hyphenation, lists, and use and formatting of block quotes.
- Check consistent use of chapter numbers and titles, major headings, and subheadings.
- Ensure consistency in numbering of tables and figures.
- Check formatting of table titles and figure captions.
- Check cross-references.
- Check footnotes or in-text citations against the bibliography or reference list.
- Correct spelling or punctuation errors in bibliography or reference list.
- Prepare a style sheet.

Light copyediting **does not include**

- Rewording
- Moving sentences/paragraphs

Medium Copyediting

- Perform all tasks for light copyediting.
- Change text and headings to achieve parallel structure.
- Flag inappropriate figures of speech.
- Do some minor rewording to improve clarity and readability.
- Track the continuity of plot, setting, and character traits, and query any discrepancies (in fiction manuscripts).
- Ensure consistent style and tone in a multi-author manuscript.
- Change passive voice to active voice, if requested.
- Flag ambiguous or incorrect statements.

Substantive Editing

- Perform all tasks for medium copyediting.
- Eliminate wordiness, triteness, and inappropriate jargon.
- Reword or move some sentences to improve clarity and readability.
- Suggest additions and deletions.

Substantive Editing **does not include**

- research
- writing original material

Rewriting

Creating a new manuscript or parts of a manuscript on the basis of content and research supplied by Author. **Does not include**

- research
- writing original material