



STANDARD FREELANCE EDITORIAL AGREEMENT

This agreement is between *Pickawoowo Publishing Group T/A Pickawoowo Pty Ltd* ("Service Provider"), _____ ("Freelance Editor"), for _____ ("Client") and concerns the following manuscript:

Author(s): _____
Working Title: _____
Length and Description of Manuscript: _____ words
Number of Pages: _____
Book Genre: _____

1 EDITORIAL TASKS

The Editor agrees to do the following on the manuscript:

2 DELIVERY

The FINAL manuscript is to be delivered to the Service Provider by the Client on or before the START date outlined below by means of e-mail in the following format: WORD DOCUMENT - DOUBLE SPACED.

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

START: _____ **FINISH:** _____

3 PAYMENT

The agreed-upon editorial fee will be _____ pages @ \$ _____ per page = \$ _____ (+gst if applicable) OR and agreed amount of \$ _____ . Payment precedes fulfilment with all editorial services.

The fee does not include the paypal fees or international money order fees. Payment is to be made within 7 days of invoice or accepted quote via quote roller email.

4 TERMINATION

This agreement may be terminated by parties 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, through the Service Provider, for work done up to the date of termination. If the Client terminates the agreement, the Service Provider will be paid by the Client for the amount of work completed plus a non-refundable exit clause of \$250. Any or all refund fees will be incurred by the Client.

5 OTHER

* With the clients permission, the editorial credit line shall read ("Freelance Editor"), Pickawoowo Publishing Group, and shall appear on the copyright page, at the option of the Editor.

* Changes will be made via WORD Track Changer on electronic manuscript.

* **Other**

6 IDEMNITY

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 and Service Provider responsibility is limited to notifying the Client of any unresolved differences with the Author before the work proceeds to the next stage of production. While the Editor and Service Provider will make every effort to bring questionable material to the attention of the Client, the Client agrees to indemnify and save harmless the Editor and Service Provider 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 Western Australia.

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

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

Signature:

Service Provider: Pickawoowo Pty Ltd

Address: PO Box 178, Nannup, Western Australia 6275

Signature:

Client's Printed Name:

Address:

Schedule A

Definitions of Terms

1. Copy Editing. Editing for grammar, usage, spelling, punctuation, verb tenses, transitions, word phrasing and other mechanics of style; checking for clarity of writing; basic comments and feedback - regarding overall writing style, flow of presentation and initial impressions by the editor.

Does not include the following unless specified:

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

"Copy editing" is often loosely used to include stylistic and even structural editing, fact checking, and mark-up. It is not so used in this edit agreement. These other tasks must be specified or requested or a content edit is recommended.

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

2. Copy and Content Edit (Structural). All features of the Standard copy edit plus:

- Highlighting sentences that require reworking, when necessary (using word track which will give you the opportunity to agree or disagree).
 1. Improve word choice, transitions or fluency
 2. Eliminate excess words, confusing statements, generalisations or mixed metaphors
 3. Mark material that could be considered libelous, slanderous, sexist, prejudiced, possibly obscene or dated
- Reviewing - of the plot / character elements for consistency in fiction / non-fiction works. Where necessary query the author with text/sentence suggestions and improvements
- Technical, medical, science or math editorial conventions will be followed as per client guidelines
- Fact check if necessary
- Create a 'Table of Contents' if requested

Clarifying or reorganizing a manuscript for content and structure. Does not include the following unless specified:

- research
- writing original material
- negotiating changes with Author

Notes: *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 electronic manuscript*

3. Developmental/Project Editing. Co-ordinating and editing a project from proposal or rough manuscript to final manuscript, incorporating input from authors, consultants, or reviewers.

Does not include the following unless specified:

- budgeting
- hiring
- design supervision
- production co-ordination

4. 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.

5. Formatting (Desktop Publishing). Creating a formatted document from an electronic manuscript according to a Designer's instructions or a style template. Includes sizing and placement of art and setting front and back matter.

Does not include the following unless specified:

- establishing design
- creating cover art
- formatting index

Note: *Projects are assumed to be one colour only unless otherwise specified.*

6. Indexing. Producing a key to the contents of a work. Includes reading and analyzing the work; choosing subjects, concepts, and other elements that together form a systematic guide to the information contained in the work; arranging these elements into entries consisting of headings and subheadings and their locators (for example, page numbers); and arranging the entries alphabetically or in some other searchable order.

Note: *The agreement should specify whether the Client will provide a style sheet.*

7. Mark-Up/Electronic Coding/Tagging. Inserting codes to manuscript, either on hard copy or electronically, to indicate design elements.

Does not include the following unless specified:

- creating design in the electronic file
- creating art

8. 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

9. Picture Research. Locating suitable photos or artwork.

Does not include the following unless specified:

- reading manuscript and composing picture list
- setting and maintaining budgets
- searching for artists' references
- obtaining pictures and permission releases
- arranging for and supervising set-up shots
- editing and choosing pictures
- writing captions, labels, or source lines
- organizing pictures for scanning
- returning pictures
- negotiating usage fees
- sending final usage letters

10. Production Co-ordination. Co-ordinating and supervising design, formatting, and proofreading stages, and ensuring integration of design and content.

Does not include the following unless specified:

- preparing printer's specs or obtaining quotes
- formatting
- proofing
- inputting changes
- checking vandykes/blues or other types of proofs and film

Note: Projects are assumed to be one colour only unless otherwise specified.

11. 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 the following unless specified:

- incorporating or exercising discretion on Author's alterations
- copy-fitting
- checking accuracy of running heads and folios
- checking page breaks
- inserting or checking page numbers to contents and page references
- marking colour breaks
- flagging or checking location of art

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.

12. Rewriting. Creating a new manuscript or parts of a manuscript on the basis of content and research supplied by Author.

Does not include the following unless specified:

- research
- writing original material

13. 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
- creating or recasting tables or figures
- negotiating changes with Author

Notes: 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 electronic manuscript

Many editorial and production stages have the potential to require follow-up in the form of (1) editing and incorporating Author's responses and (2) checking corrections after they have been input. This agreement does not include responsibility for such follow-up unless specified (e.g., "copy editing, including incorporating author's responses to queries and checking the input thereof"). Our agreement unless stated otherwise is a ONE PASS EDIT/SERVICE.