

Christine Almstrom

Children’s & Young Adult Author/Illustrator

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Contract for Editorial Services

This contract is an agreement (hereby referred to as “Agreement”) between Christine Almstrom (“Editor”) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Author”) and concerns the

following manuscript: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Working Title)

Length & description of manuscript (with page & word count): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Editorial Tasks.** The Editor agrees to the following service to be performed on the manuscript:
2. **Proofreading:** Corrections to grammar, spelling, punctuation.
3. **Manuscript Evaluation:** Focus on strengths and weaknesses followed by a written critique. Typographical errors, misspellings, grammar, and punctuation are addressed as well as syntax, flow, style, pacing, plot structure/arc, and character development.
4. **Stylistic Editing**: Focus on fluidity of language for flow, style, and structure.
5. **Copyediting:** A thorough review of grammar, spelling, continuity, line errors, formatting issues, fact-checking (nonfiction), and general stylistic consistency.
6. **Substantive Editing** (or Content Editing): The editor may rewrite portions of the manuscript for clarity, improved flow, and unnecessary backtracking at the sentence, paragraph, and chapter level.
7. **Developmental Editing:** The editor suggests changes to the storyline, character development, and other areas that need improvement. Author incorporates changes.
8. **Rewriting:** Editor uses Author’s idea, outline, research, and rough draft to createa fresh, revised manuscript. This may require additional research and writing of original material.

These services include two editing passes: The Editor will edit, then send manuscript to Author for approval, Author will either accept or reject changes and answer any of the Editor’s queries, and then return the manuscript to the Editor, who will incorporate those changes or corrections into the manuscript and clean the copy of editorial markings.

1. **Delivery.** Contingent upon the immediate signing of this contract and payment, the edit/

critique of the manuscript is to be delivered to the Author by the Editor on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).

1. **Payment.** Author agrees to pay Editor $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (USD) for the service selected. Checks should be made out to “Christine Almstrom” and sent to the address following this Agreement. Unless otherwise specified, payment is due in full prior to start of the project.
2. **Confidentiality.** Editor agrees not to reproduce, give, or show to a third party any material sent by the Author for editing purposes, unless agreed to in advance.
3. **Expenses.** Author will reimburse Editor for direct expenses incurred in fulfilling this Agreement, including, but not limited to, photocopying, printouts, inputting, couriers, and postage. Editor will not incur any expenses without Author’s express written permission. This permission can include emails and/or text messages.
4. **Limitations.** No guarantees are made as to the salability or marketability of the edited manuscript. Nor is there a guarantee that the manuscript will be completely error-free, though all efforts will be made to make it so. Unless a co-writing/co-authorship arrangement is made in writing, all royalties and monies gained by the sale of the book will be the sole property of the Author.
5. **Applicable Laws.** Both parties agree that this Agreement shall be interpreted and governed by the laws of the State of New Hampshire.
6. **Miscellaneous.** This Agreement may be amended only in writing signed by both parties.
7. **Termination.** Once the project is in process, either party may terminate this Agreement in the event of material change of circumstance with 14 days’ notice sent in writing to the other party at the address provided. If the Editor terminates the Agreement, Author will pay the Editor for work done up to the date of termination, and Editor will refund overpayment. If the Author terminates the Agreement, the Author will pay the Editor for the work completed up to the date of termination, but this amount will not be less than 50% of the estimated total for the project.

This Agreement is made and entered into by and between the afore listed parties hereto on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

Author’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Editor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Christine Almstrom

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