

Nessacessity Editing Services

EDITOR & AUTHOR AGREEMENT

_____ (hereinafter, "Author"), and _____ (hereinafter, "Editor"), do hereby agree to the following:

1. The Author has prepared an approximately _____-word manuscript currently titled _____. Pursuant to the terms and conditions herein, the Editor will provide service(s) as mutually agreed by this contract.

2. The Editor agrees to accept, and the Author agrees to pay \$_____ US Dollars, which will be invoiced via PayPal. The total will be split into two payments of \$_____. A non-refundable 50% deposit is due upon signing this contract with the other half due upon return of the manuscript.

3. Pending manuscript submission on or before _____ and initial payment, work will commence on _____ and be completed on _____ when the [final] invoice will be sent (if the project has been split into multiple payments). The editor will communicate any unexpected delays immediately.

4. All electronic files submitted via e-mail attachment (or DropBox for particularly large files) shall be formatted as a Word document.

5. The Editor shall use Word's commenting and tracking features to make edits in accordance with usage guidelines set forth by *The Chicago Manual of Style, 16th Edition* as well as adhering to spellings as specified by the *Merriam-Webster Online Dictionary* for American English and the *Cambridge English Dictionary* for British English.

The manuscript will be returned as two versions: one with the edits visible for acceptance or rejection, and one that is a clean copy with all changes accepted (if requested).

6. A copy/line edit with areas addressed including awkward phrasing, syntax issues (sentence variety and structure), repetition, best word choices, passive verb elimination, and timeline consistency. Minor fact checking as well as potential copyright issues are also covered. A proofread focused on proper conventions of sentence mechanics and fixes basic errors in spelling, grammar, capitalization, and punctuation. Consistency in formatting is also addressed.

7. The Author shall have the right to unlimited reproduction of the work.

8. It is up to the Author whether to mention the Editor's role in the finished product. If so, the Editor shall receive credit by name, **Vanessa Redmon**, in conjunction with the website address, **nessacessity.com**, in any distributed version of the work in such places as are customary and usual within the trade for the type of work.

9. The Author shall provide reasonable cooperation and assistance to the Editor in preparation of all materials. This includes being available for email communication on a regular basis as needed.

At the Author's request, one video or phone conference (up to half an hour long with the most pressing questions submitted in advance) can be arranged at the end of the editing process.

If desired, short follow-up emails can be sent in lieu of in-person conferences. The follow-up should take place within four months of receiving the completed manuscript from the Editor.

10. Any additional fees for editing required or requested after the follow-up consultation is determined on a case-by-case basis. Additional consultation time beyond the follow-up will be billed at \$25 per hour.

11. The Author warrants that the materials delivered herein are the original work of the Author, they were not produced with AI, and that the same do not violate any copyright, trademark, or other protection of intellectual property by the Author.

12. The Author acknowledges the contracting of professional editing and/or writing services does not guarantee book sales or representation by a literary agent.

13. The Editor will promote the Author's work across various social media platforms to draw attention to the Author and Works.

14. This agreement, in its entirety, contains the full understanding of the parties and may only be modified by a writing executed by the parties hereto.

This agreement is made on this the _____ day of _____, 20__.

ELECTRONIC SIGNATURES

_____: EDITOR

_____: AUTHOR