

Sample Editorial Agreement

This agreement is between Name (“Lawrence W. Paz, DBA SWL Media and Learning Center”) and Name (“ ”) and concerns the following manuscript:

Author(s): (Name)

Working title: (Title)

Length and description of manuscript: (Words/Pages)

1. EDITORIAL TASKS

The Editor agrees to do the following on the manuscript:

- a. Copyediting for grammar, usage, spelling, punctuation
- b. Stylistic editing (clarify meaning, eliminate jargon, polish language; line-by-line editing for smoothness and clarity while maintaining author’s voice and style)
- c. Developmental editing: critique
- d. Proofreading

These services include two editing passes.: The Editor will edit, then the 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.

2. DELIVERY

Contingent upon 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)

4. CONFIDENTIALITY Author agrees to pay Editor \$60% at Project Inception and \$40% at Project Completion) in United States funds for the services outlined above. Author may use PayPal for payments (send to swlwriter@gmail.com).

Editor agrees not to reproduce, give, or show to anyone any material sent to SWL Media and Learning Center by the Author for editing purposes, unless consulting services from a third party are agreed to.

5. 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.

6. 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. All royalties and monies gained by the sale of the book will be the sole property of the Author.

7. APPLICABLE LAWS

Both parties agree that this agreement shall be interpreted and governed by the laws of the State of Florida

8. MISCELLANEOUS

This Agreement may be amended only in writing signed by both parties.

9. TERMINATION

Once the project is in process either party may terminate this Agreement in the event of material change of circumstance with 5 days' notice sent in writing to the other party at the email address(es) 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 parties hereto on this date: (Date).

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Author signature

Name and Address

Date






	Lawrence W. Paz <i>SWL Media and Learning Center</i> 9354 SW 94th Loop, Ocala, Florida 34481	
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Editor signature

Name and Address

Date:

OPTIONAL SERVICES - The following services are added to the Agreement.

	<i>Cover Design</i>	<i>\$</i>
	<i>Illustrations</i>	<i>\$</i>
	<i>Photography</i>	<i>\$</i>
	<i>Self-Publishing</i>	<i>\$</i>
	<i>PowerPoint Presentation</i>	<i>\$</i>