

# Editing Agreement

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## Contact Information

Client:

Phone Number:

Address:

Email:

## Manuscript Specifications

Title:

Type:

Date Submitted to Editor:

Date Due to Client:

Length in Pages/Screens:

Form Submitted (paper or digital copy):

Total Visuals (number):

Type of Visuals: \_\_\_ photos \_\_\_ tables \_\_\_ graphs \_\_\_ other

## Editing Requested

\_\_\_ Proofreading (Verifying that all manuscript requirements have been met and that the manuscript follows sponsor or journal guidelines. Performing a final manuscript check for errors.)

\_\_\_ Basic Copyediting (Editing for consistency; completeness of parts; accuracy of terms, numbers, quotations, etc.; and minor errors in spelling, grammar, and punctuation.)

\_\_\_ Heavy Copyediting (Editing for clarity, meaning, and style in addition to basic copyediting.)

\_\_\_ Developmental Editing (Editing for the manuscript's suitability for intended readers and purpose; editing may focus on organization, style, comprehension, coherence, and development and support of claims.)

\_\_\_ Formatting/Standardizing Documents (Formatting text according to sponsor or journal specifications and/or standardizing required support documents.)

\_\_\_ Other (specify):

Online editing acceptable? \_\_\_ yes \_\_\_ no

Total estimated editing hours:

Milestone (review) dates:

Conditions (if any):

This estimate is based on manuscript specifications and requested editing tasks as shown here. It is binding only so long as the specifications and editing tasks remain constant and the manuscript is available for editing on the date cited. Any changes will require a new estimate.

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Editor

Date

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Client

Date