



Manuscript Evaluations | Substantive Editing

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Sample contract:

Manuscript Evaluations | Substantive Editing

Date: XXXXX

This agreement is between Julie Gray (“Editor”) and XXXXX (“Client”)

Editor Contact Information:

Julie Gray
Address
Phone
Email

Client Contact Information:

Name
Address
Phone
Email

The Editor agrees to the following tasks for an original manuscript(s) titled: XXXX with a total word count of XXXXX

Manuscript Evaluation. Written notes (approximately 6-8 pages) with suggestions, recommendations and how-to advice re: pacing of the narrative, arrangement of the chapters, the narrative arc of the book. Notes may include “comp” titles for the writer to consider, and an overall evaluation of the “voice” of the writer and how this book fits into the market. Feedback will include comments and questions about: style, flow, pacing, word choice as well as where to expand, or to cut down, pointing out challenges or opportunities to make the manuscript more compelling and readable. Evaluation includes a one-hour Zoom call to discuss the notes.

OR

Substantive Edit: LINE EDITS without the evaluative explanations, instructions or written notes of a Manuscript Evaluation, as above. Using the track changes function of Word, inconsistencies of tense usage, missing logic, extraneous text, missing dialogue tags and repetitive word or phrase use

will be corrected. The client is responsible for “accepting” or “rejecting” these changes using Word. Includes one-hour Zoom call to discuss the changes.

Services do NOT include 1) copy editing or proofreading 2) placement of the manuscript with prospective publishers or literary agents. 3) book proposal, synopsis or summary of material.

Defining My Role

These are the specific areas that I will be evaluating in a Manuscript Evaluation:

- Narrative Flow: Is the story moving along at a pace that is satisfying for the reader?
- Chapters: Are they divided into “dramatic units” that are relatively evenly distributed across the manuscript? Does each chapter end with a “cliffhanger” of some kind?
- Style: What is the writer’s “voice” and style and is it consistent throughout the manuscript compared to other published books with any similarity? Is this style working well to bring this story to life?
- Logic: Are there any factual or logical errors, blooper or contradictions?
- Character Development: Are characters believable, three-dimensional and relatable? Do they change over the course of the story? Is a backstory implied?
- Plot or Premise Development: Does the manuscript have clearly established premise with complications, obstacles, conflict and setbacks? Does the story resolve, one way or another, in the end? Are subplots effectively developed to thematically support or reflect aspects of the overall premise?
- Thematic Development: What is your story really about, down deep? Is that articulated on the pages through characters, plot, symbolism, metaphor and style?
- Pesky Bits: Are you using your dialogue tags correctly? Are there run-on sentences? Too much telling, not enough showing? Do you repeat the same words unconsciously? Do you have bad writing habit that you are not aware of? I’ll find them.

DELIVERY

Notes will be returned approximately 6 to 8 weeks after having received the manuscript. Please note Editor does not work on Fridays or Saturdays. Working days are Sun-Thurs. Editor will stay in contact with Client about scheduling.

IMPORTANT: The manuscript should be sent to the editor as a Word.doc(x), be double-spaced, and in Calibri, 12 point font.

CONFIDENTIALITY/NON-DISCLOSURE

Editor agrees that all intellectual property and material belonging to the client shall remain completely confidential and never be disclosed to outside parties without explicit permission (in writing) from the Client.

PAYMENT

The agreed-upon editorial fee of \$XXXXXX
is to be paid by the Client to the Editor in the following manner:

25% nonrefundable fee to hold the date on my editing calendar and the balance is due upon commencement XXXXX

INDEMNITY

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 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 will make every effort to bring questionable material to the attention of the Client, the Client agrees to indemnify and save harmless the Editor 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.

APPLICABLE LAWS

The terms of this agreement shall be interpreted according to the laws of Israel and the state or country of residence of the Client.

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

E-signatures below: