



## Copyediting Services Agreement

This Copyediting Agreement, (the agreement), shall be entered into by the person listed below (the author) whose name and signature are provided at the bottom of this agreement; and Infinity Publishing, (the publisher). This agreement shall be regarding the service of copyediting the digital file of the work (the work) which will be provided to the publisher by the author.

1) This agreement is only valid under the conditions that: the author has submitted a completed and valid Publishing Agreement to the publisher for the work; that the work is not English as a Second Language; that the work is submitted in either MS-Word format (.doc) or Rich Text Format (.rtf); that the work is accepted by the publisher; that the publisher receives from the author the required payment as specified in the Publishing Agreement for the service of publishing the author's book; that the publisher receives from the author required payment for Copyediting service at \$0.013 per word; and that the publisher receives from the author properly created and reasonably proofed digital files of the work in the format required by the publisher.

1a) The author whose work has been previously published by the publisher is also eligible for this copyediting service under the conditions stated in Paragraph 1 of this agreement, as well as under the following conditions that: the work was originally provided to and accepted by the publisher in either MS-Word format or Rich Text Format (.rtf); the author agrees to pay an additional surcharge of \$100 which is only for books previously published by the publisher and does not pertain to newly submitted books that have not yet been published.

2) The publisher agrees upon execution of Paragraph 1/1a of this agreement, that the publisher will assign the author's work to a competent and professional editor (the editor) who will make modifications to the work to correct the following errors: Spelling, Grammar, Capitalization, Punctuation, Numbers, Numbered lists, Abbreviations, and Gender neutrality.

3) The publisher and author acknowledge that the editor will do their best to identify and correct every instance of those errors iterated in Paragraph 2 that are contained in the work and will provide the modified (copyedited) version of the work back to the publisher in order for the publisher to print a copyedited proof book to be shipped to the author for the author's inspection.

4) Upon the author's receipt of the copyedited proof book from the publisher, the author will mark the proof book with a red pen and create a master list of any item that needs to be corrected to the author's liking. To provide leeway for any errors caused by the author, the editor, the software, the computers, human error, or any other cause, the publisher will make the first 30 corrections, specified by the author, at no charge. Corrections are defined as any change to be made to any single item in the book, as determined by the publisher.

4a) Corrections specified by the author to be made by the publisher beyond the 30 free corrections to the proof book will be paid for by the author at an industry standard rate of \$50 per hour. Corrections are to be provided to the publisher by the author by way of returning the proof book that had been sent to the author by the publisher with the items to be corrected circled with a red pen, along with a separate master list of the corrections.

5) The author agrees to exercise reasonable effort to provide the publisher with a digital file of the work that has received proper care and attention from the author regarding the formatting (margins, page size, and page layout, as per the publisher's guidelines) and content, including proofreading the work prior to submitting the work to the publisher, in order to make the work suitable for publishing and distribution nationally and worldwide. The author acknowledges that the publisher, upon receiving this completed contract from the author, intends only to edit the work for the items iterated in paragraph 2. The author will have say over content of the work by way of providing the publisher with a proof book with corrections marked with a red pen and master list of corrections (see paragraph 4), which the publisher will use to correct the digital file of the work prior to reprinting another proof book to be sent to the author, (if one is needed). Charges for corrections beyond the 30 free corrections provided by the publisher (see paragraph 4a) will be charged to the author at the time of the creation of the second proof.

6) Upon evaluation of the first few chapters, the publisher reserves the right to choose not to edit any book and further reserves the right to reject any book. Books that have an inordinately high amount of errors will be rejected and sent back to the author. This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania, USA. The Author agrees to the terms of this agreement by completing and signing below.

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime/night time phone : \_\_\_\_\_

Email: \_\_\_\_\_

Word count: \_\_\_\_\_ X \$0.013 = \$ \_\_\_\_\_

Title of Work: \_\_\_\_\_

Signature: \_\_\_\_\_