

## Editorial Services Agreement

This Editorial Services Agreement (the Agreement) shall be entered into between the person whose name and signature are provided at the bottom of this agreement, (The Author) and Infinity Publishing (The Publisher). The Agreement shall set forth the rules, conditions and restrictions regarding the Essentials or Advanced Editorial Services offered by The Publisher and provided to The Author on behalf of the manuscript to be published (The Work).

TITLE: \_\_\_\_\_

Word Count (if applicable): \_\_\_\_\_

**1) Conditions of Agreement.** This Agreement is only valid under the conditions that: The Author agrees to submit a complete and valid Publishing Agreement to The Publisher for The Work; that The Work or its concept is accepted by The Publisher for publication; that The Publisher receives from The Author required payment as specified in the Publishing Agreement for the service of publishing The Author's book; that The Author has selected one of the Essential or Advanced Editorial Services specified on the Publishing Agreement and outlined in Addendum A. For all editorial services,

**2) Editorial Fees.** The Publisher will not proceed with the editorial service until full payment has been received. Payment for all Essentials and Advanced Services must meet the following conditions set forth by the Publisher:

a) For copyediting without an initial manuscript evaluation, author agrees to furnish publisher with payment based upon Word Count. If word count is determined to be higher when service is performed, author agrees to pay any additional charges that result.

b) For all Advanced Editorial Services, in addition to the set fees outlined in Addendum A, author agrees to reimburse Publisher for extraordinary out-of-pocket expenses incurred in fulfilling this Agreement, including, but not limited to: photocopying, couriers and/or postage.

**3) Work Performed.** The publisher agrees upon execution of Paragraph 1 of this agreement to assign the author's work to a competent and professional editor (The Editor) who will make modifications to the work according to the description of the editorial service set forth in Addendum A. The Publisher and Author acknowledge that The Editor will do their best to identify and correct errors and improve the quality of the manuscript to conform to professional publishing standards. Authors using Advanced Services will have direct contact with The Editor. In all other cases, questions pertaining to work performed will be referred to The Publisher.

**4) Approval Process.** For all copy editing services: Publisher agrees to send to Author three documents for review: a Word document of the manuscript with all changes made and showing queries only, a PDF file of the manuscript showing all track changes and queries, and a style sheet. The Author agrees to make any changes to the edited manuscript on the Word Document, and to return it, with the Copy Edit Approval Form to the Publisher. Publisher will not proceed with the production of the book until the signed Copy Edit Approval Form has been received. The Author will be held responsible for all changes

made to the manuscript as they appear in the final proof version. The Publisher agrees to make no further changes, additions or deletions to edited manuscript without The Author's consent.

**5) Indemnification.** Editing is a process of offering advice and suggestions to the Author. While The Editor will make every effort to bring questionable material to the attention of The Author, the Author agrees to indemnify and hold harmless the Publisher from any and all claims and demands, including legal fees, arising out of any alleged libel or copyright infringement committed by the Author in creating The Work.

**7) Transmission of Agreement.** The Editorial Services Agreement will be binding upon sending a signed copy of this agreement to Infinity Publishing along with the Publishing agreement and full payment to: Infinity Publishing, 1094 New DeHaven Street, W. Conshohocken, PA, 19428-2713.

Alternatively, facsimile or electronic transmission to us by you of the executed version of this Agreement will have the same force and effect as the original and will constitute your agreement. The Agreement contains the entire agreement between Author and Publisher and supersedes all prior editorial agreements or communications between the Author and the Publisher concerning the subjects contained herein. The Agreement, and all required forms, may not be amended orally, but only by an agreement in writing that is signed by both parties.

This agreement shall be governed by the Commonwealth of Pennsylvania, USA. The Author agrees to the terms of this agreement by completing and signing below:

**Author:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

**Publisher:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

## **Addendum A**

### **Description of Services and Fees**

#### ***Manuscript Evaluation -***

The Infinity Manuscript Evaluation is the cornerstone of our Essential Editorial Services. This is the first step towards determining the level of editing required for your book—honest feedback from a seasoned editor. You'll receive a comprehensive 10-12 page evaluation report and a 4-5 page sample edit. One of the following levels of editing will be recommended: Price: \$179

#### ***Basic Copyediting -***

This service is appropriate for manuscripts that require attention to basic writing mechanics. Your editor will work through the entire text, correcting errors in spelling, grammar and punctuation as well as minor errors in syntax and word choice. Your editor will note potential permissions issues; flagging instances in the manuscript where permission from an outside source may be required. This level of editing is not appropriate for manuscripts that require greater attention to sentence structure, organization and content. Price: \$0.019 per word (\$150 minimum)

#### ***Substantive Copyediting -***

Some manuscripts require a higher level of editorial attention than basic copyediting provides. In addition to correcting spelling, punctuation and grammar, your editor will make specific recommendations to clarify meaning, promote consistency, and smooth the flow of the text. This level of copyediting is an appropriate choice for manuscripts of greater complexity or when minor fact checking may be required. Price: \$0.025 per word

#### ***Premium Copyediting -***

This service is recommended for manuscripts that need extensive structural and organizational work at the word, sentence and paragraph levels. In addition to addressing mechanics, your editor will make recommendations to improve the manuscript's overall composition and strengthen technical elements in the writing. This service is an ideal choice for non-native English speakers and some first-time authors. Price: \$0.032 per word

## **The Book Genesis Program**

After your initial consultation with the Director of Book Genesis™, you will be matched with the coach who can best help you achieve your writing goals. Here are the highlights of the program:

- Personalized coaching calls with your individually selected writing coach
- Hands-on detailed written analysis of your writing throughout the process
- Line editing of selected passages to help you refine the craft of your writing
- Professional copyediting to refine your book to perfection
- Infinity Publishing's unmatched set-up and global distribution program for both print and eBook
- Consultation with an expert marketing consultant

### ***Book Genesis™ Advantage***

A 2-month accelerated coaching program to move you through your manuscript with confidence and help you craft 180 pages of perfect prose. *Includes publishing fee for a soft cover black-and-white book (SBW) book and eBook*

\$3,895

### ***Book Genesis™ Executive***

A 4-month coaching program providing you with the key to the craft of writing, culminating in 240 pages of professionally crafted material. *Includes publishing fee for a soft cover black-and-white book (SBW) and eBook*

\$4,595

### ***Hourly Developmental Editing and Coaching***

A flexible, individualized program that gives you the help you need from a Book Genesis editor on an hourly basis. This is a great choice for authors who may already have a first draft or partial manuscript but need professional help to complete their book.

\$150/hour\*

Five-hour minimum start-up purchase required; additional developmental editing and coaching services may be purchased in two-hour increments at the rate of \$150/hour