

Basic Editing Services Information ♥

Linore Rose Burkard
P.O. Box 674

Waynesville, OH 45068

www.LinoreBurkard.com

Linore@LinoreRoseBurkard.com

(513)897-3282

Please respond by email to verify you have read these guidelines and you agree with my terms. ♥

NOTE: I reserve the right to refuse any editing job for personal or theological reasons. If I feel your book is too many steps away from being ready for publishing (i.e., we have to send it back and forth multiple times, racking up a LOT of hours on the bill), I will suggest you find a critique group or partner who can help you with editing and revising without paying me to do it.

At this time I accept fiction projects in the form of novels, novellas or short stories; I will also edit and evaluate fiction proposals or synopses. For non-fiction, I accept essays or true-life stories only.

Services:

Mechanics: Grammar, spelling, punctuation, sentence structure, clarity, continuity

Substantive: I'll ask questions to clarify the points you're making, make suggestions to expand an idea or scene (or to cut them), point out logic holes or incongruities, tighten and hone wordiness, etc. I'll check for overall flow, progression (beginning, middle, end), and for an effective denouement to the story.

STYLES OF EDITING

- ❖ **Default:** I make mechanical corrections and mark questions/suggestions in **brackets []** and **yellow highlighter**, for you to decide on/deal with.
- ❖ **Track Changes:** I mark through the items I want to delete, leaving them visible on the page (~~like this~~), and insert the changes, new material or questions/suggestions in brackets. You then use Track Changes to accept or reject each change, and respond to my comments/questions/suggestions.
- ❖ **Color-Coding:** I mark the manuscript in **RED** for deletions, **BLUE** for new material, and comments/questions/suggestions in **YELLOW**, inside brackets []. You then go through, deleting or accepting each change I made, responding to the questions/comments/suggestions, un-highlighting what is still colored when you're done. (This usually adds extra time/\$ to the process.)

PLEASE INDICATE WHICH STYLE OF EDITING YOU WANT WHEN YOU REPLY.

Send your documents in either .doc or .rtf formats as an email attachment. I do not edit in PDF, or handle graphics/artwork.

- ❖ Communication through email is preferred -- this provides documentation and avoids miscommunication/misunderstanding.
- ❖ A down-payment of \$100 is required before I will begin a project. Full payment is expected within 2 weeks of your receipt of invoice
- ❖ I require your street/PO address, email, and a phone number. (I'll call you— if you call me, and it takes longer than ten minutes, I charge my hourly rate, in quarter-hour increments.)

PRICE/INVOICING

- ❖ **I charge \$22 per hour.** You are paying for my time, not for the size or complexity of the job. If your book is clean, the fee will be small, even if the book is large. By the same token, if your book needs massive amounts of corrections, your fee will be higher, even if the word count is small.
- ❖ **Calculate the cost of your book (Estimate):** I manage between 8 and 15 or more double-spaced, 12 pt. font, 1" margin pages per hour, depending on how much work needs to be done. A 150-page book that needs a LOT of work could take twice as much time as a very clean, 300-page book.
- ❖ **I will send an invoice for work done** every time I return edited work to you. This will help you see if you are happy with what I do, and give you a better idea of what the full project may cost. (Remember this is only an idea; some parts of your book may require more editing than others.)
- ❖ **I will work with you until the book meets *your* expectations, not mine.** However, you are responsible to pay me for my time, regardless of what you choose to do with the book later, if you publish or don't publish, if you ignore all my suggestions and corrections, or decide to work with a different editor.
- ❖ ***My heart's desire is to help your work be the best it can be. I offer editing because I want to see God's people excelling at what they do, and reaching the world with a godly message that is presented professionally. I charge a fee because I am responsible for how I spend my time and how I use my own gifts. ♥ If you feel my edits are harsh, keep in mind that I am trying to bring out the best in your writing. However, if after any invoice you decide you don't want further editing from me, you need only alert me. At that time, I will let you know if I have spent any additional hours on your work, which would be a balance due me. Once I have sent you those edits and the balance is paid, our business together will be considered closed. You can always hire me again at a later date, but continuity on a project shortens the time it needs from me.***

CONTACT

I prefer email correspondence. This provides us both with documentation and can help avoid misunderstandings. If you email me, please allow up to 24 hours for a response. I do promise to reply to emails AS SOON AS POSSIBLE. ♥ Linore@LinoreRoseBurkard.com

FINAL WORDS

In the end, this is YOUR book. You are responsible for the final product. Make sure the manuscript is entirely the way YOU want it before sending to a publisher. Do not assume that I caught every error. I'm only human! I try not to interfere with style or voice. Do not expect me to read your mind and know what you meant to say, or to re-write your book for you. Be sure any publisher you work with will send you galleys for approval before going to print. The galleys are your last chance to catch mistakes. NEVER sign off and give your approval without reading through from title page to author bio.

I look forward to partnering with you to make your work shine with the earmarks of excellence in writing!