

READY FOR EDITING?

PRINT ALL 3 PAGES AND FILL OUT TO THE BEST OF YOUR ABILITY. IF YOU WANT SOMETHING RETURNED, PLEASE ADD A SASE.

Today's date _____ When will your ms be ready? _____
Your name _____ day tel. _____
Company (optional) _____ eve. tel. _____
Address _____
(Carriers do not deliver to P. O. boxes; if above info changes, please notify me)
City _____ state/province _____ zip _____
E-mail (print) _____ fax _____
Book's working title _____

CONTENT

1. Fiction: ___ nonfiction: ___ technical: ___ nontechnical: ___
2. Have you applied my advice from *Don't Sabotage Your Submission* or *Don't Murder Your Mystery*? yes ___ no ___ (Your library can order these books. I wrote them for *you*.)
3. Genre or market niche: _____
4. For nonfiction, state the topic in 5 words or less: _____
5. For nonfiction, explain why your audience will see your book as different from *and* better than others now on the market on this topic: _____

AUDIENCE

6. If nonfiction, describe who must be targeted if the book is to succeed commercially. Agents, editors, and publishers, including self-publishers, need to know how this book will appeal to its market. Do not say, "People interested in this subject."

PUBLICATION

7. Indicate your next step after this manuscript is edited:
 - a. ___ as its author, to submit it to an agent or royalty publisher
 - b. ___ as its publisher, to return it to the author you have under contract
 - c. ___ as its self-publisher, to distribute it according to a planned series of steps for reaching the specific audience named above, a plan you're attaching, as explained in **my work ethics** (click **about me** on my Website's main menu)
 - d. ___ other _____
8. Has the author already had a book traditionally published? yes ___ no ___

EDITING

9. Indicate the *kinds* of editing that interest you (click **quick reference** on my Website's sidebar; also the more detailed **about editing** on the main menu):
 - a. ___ Developmental editing
 - b. ___ Line editing
 - c. ___ Copy editing
 - d. ___ Proofreading (a standalone option *after* a manuscript is professionally edited)
 - e. ___ Rewriting or ghostwriting

10. Indicate the *perspective* you prefer:
- Market-SavvySM editing (adds recommendations for the market you specify)
 - Standard editing (just as thorough but without a marketing perspective)
11. If you checked 10a, tell me how you feel about hearing my frank opinion about your book's chances of successfully reaching your objectives for publication:
- _____
- _____
12. Indicate the *level of quality* you want: very good excellent
13. Has this manuscript already had a professional edit? yes no
14. If yes, can you furnish the customized style sheet prepared by that editor? _____

FOR NONFICTION ONLY:

15. Describe and indicate approx. quantity of each of the following:
- Footnotes _____
 - Bibliography or resource list _____
 - Glossary _____
 - End-of-chapter summaries _____
 - Graphs, tables, charts _____
 - Photos, drawings, or other artwork _____
 - Are graphics numbered sequentially to correspond with location in text? _____
 - What else I should know? _____
- _____
- _____
16. For each quote, footnote, or bibliographic entry, can you (if asked) furnish both:
- a photocopy of the original printed excerpt (not an Internet page)
 - a photocopy of that original publication's legal or copyright page

FORMAT

17. Will you submit your manuscript as hard copy (on paper)? yes no
(NOTE: I edit the first 10 pp before accepting a full-length manuscript)
18. Check whether your paper copy will follow:
- all specifications for standard manuscript format (**SMF**) described on this Website at "**format standards**" and illustrated by the "**sample manuscript**" (note: **double-spaced 12 pt. Courier** means a full **24 points** of line spacing)
 - most but not all standards (if so, I will reformat your text in SMF from your electronic file, print a new hard copy, and invoice you for the additional cost in time and materials)
19. Length of manuscript in **both** SMF pages **and** approximate word count:
- _____ number of words, per your word-processing program's count feature
 - _____ SMF pages (see **format standards** in the sidebar)
20. If your manuscript will be edited in its entirety at some later time, do you agree to submit at that time an **exact page-by-page match** to the paper manuscript, with all chapters in one electronic file, via:
- CD b. floppy disk c. thumb drive or stick
 - e-mail attachment, which must have either a **.doc** extension (as with MSWord), or **.rtf** (rich text format, which you can produce by selecting "save as", then pulling down the list and selecting .rtf or Interchange format)
21. The name of the word processing program used is: _____ Version _____
22. Its platform is: PC/Windows Mac other _____

SCHEDULING

23. If a deadline has been set by a publisher, what is it? _____

24. Any other scheduling factors I need to know? _____

For editing a partial manuscript, please allow up to 4 weeks.

RATE FOR A FULL EDIT & CRITIQUE

25. As of 3-3-09: for the first 10 pp SMF, \$185. If we mutually agree to proceed after that, I will quote an exact price and credit the original \$185 toward that total. A full-length book ms is quoted at a lower rate than a 10-page partial. Still, a high-quality book-length edit can cost between \$1,000 and \$1,900, plus shipping.

(NOTE: A quote is honored for 6 months. It is only as accurate as the information on which it is based. If length or specifications *change*, the price might need to be adjusted accordingly.)

PRIORITIES

26. Please number your priorities, with #1 being the most important:

cost _____ speed _____ quality _____ instruction _____

(If speed is your #1 or #2 priority, you will save time by finding another editor.)

27. What else should I know so I can give you the results you desire?

28. Is there someone I can thank for referring you to me? _____

THE NEXT STEP

Please do not submit a full manuscript unless we've discussed your project by email *or* I've edited your first 10 pp to our mutual satisfaction. Your first step (assuming you agree with my approach to editing as I explain on this Website) is to fill out this questionnaire and mail it via regular US mail (not fax, email, or express), together with: __first 10 pages, __electronic file, __check, and __ SASE of sufficient size and postage for the return of your edited pages plus my own typed 3- to 5-page critique.

Work is performed in North Carolina.

Please photocopy this questionnaire for your own reference, and keep me informed of any changes in your mailing address, phone, or email. (If I delay in responding to your email or phone call, it's because I'm editing (which requires my uninterrupted concentration.)

Signed: _____ **Date:** _____

Mail to:

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Email: [croerden at aol dot com](mailto:croerden@aol.com) (replace "at" and "dot" with symbols)

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