

# READY FOR EDITING? PLEASE PRINT ALL PAGES AND COMPLETE.

Book's working title \_\_\_\_\_

Today's date \_\_\_\_\_ Date your manuscript will be ready? \_\_\_\_\_

Your name \_\_\_\_\_ day tel. \_\_\_\_\_

Company (optional) \_\_\_\_\_ eve. tel. \_\_\_\_\_

Street address \_\_\_\_\_

(SOME CARRIERS DON'T DELIVER TO P. O. BOXES. PLEASE LET ME KNOW IF ANY CONTACT INFO CHANGES)

City \_\_\_\_\_ state/province \_\_\_\_\_ zip \_\_\_\_\_

E-mail

## CONTENT:

1. Check the book you used for self-revision before requesting editing **REQUIRED!**  
[ ] *Don't Sabotage Your Submission* or **YOUR LIBRARY SHOULD HAVE EITHER OR BOTH**  
[ ] *Don't Murder Your Mystery* **IN ITS PERMANENT COLLECTION. PLEASE ASK.**  
**I WROTE THEM FOR YOU.**

## AUDIENCE

2. Genre or market niche
  - a. Fiction: \_\_\_\_\_
  - \_\_\_\_\_
  - b. Nonfiction: please contact me directly and I'll send you the nonfiction form.

## PUBLICATION

3. Indicate your goal for publication of this manuscript:
  - a. \_\_\_\_\_ as its author, to submit it to an agent or royalty publisher
  - b. \_\_\_\_\_ as its royalty publisher, to return it to the author now under contract to you
  - c. \_\_\_\_\_ as its self-publisher, to follow the detailed marketing plan you are attaching,  
per **my work ethics** (click **about me** on the main menu under book editing)
  - d. \_\_\_\_\_ other \_\_\_\_\_
4. Has the author previously had a print book traditionally published? yes \_\_\_\_\_ no \_\_\_\_\_  
\_\_\_\_\_

## EDITING

5. Indicate the *kinds* of editing that interest you (for details, 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 (note: ghostwriting is no longer offered)
6. Indicate the *editorial perspective* you prefer:
  - a. \_\_\_\_\_ Market-Savvy<sup>SM</sup> editing (with recommendations for the market you specify)
  - b. \_\_\_\_\_ Standard editing (just as thorough but without a marketing perspective)
7. If you checked 6a, how do you feel about receiving my frank opinion of your book's chances of successfully reaching your publication objectives:  
\_\_\_\_\_
8. Indicate the *level of quality* you want: very good \_\_\_\_\_ excellent \_\_\_\_\_
9. Has this manuscript already had a professional edit? yes \_\_\_\_\_ no \_\_\_\_\_
10. If yes, will you include the style sheet custom prepared for you by that editor?

## FORMAT

11. Will you submit your manuscript as hard copy on standard paper? yes  no   
**NOTE: I edit the first 10 pp before accepting a full-length manuscript from writers who haven't worked with me before.**
12. Check whether your paper copy will follow:
  - a.  all specs for standard manuscript format (**SMF**) **NOTE: I work only in 12 pt. Courier, 24 pt line spacing**, per guidelines described on this Website at **format standards** and illustrated by the **sample manuscript**
  - b.  most but not all guidelines, which you hereby authorize me to reformat in SMF from your .doc or .rtf electronic file, print a new hard copy for editing, and invoice you for the additional cost in time and materials.
13. Length of submission in **both** SMF pages **and** approximate word count:
  - a.  number of words, per your word-processing program's count feature
  - b.  SMF pages (click **format standards** on the sidebar next to **ready?**)
14. If I later edit your manuscript in its entirety, will you send *at that time*: every chapter in one electronic file that's an **exact match, page-by-page**, to the paper manuscript, via one of these means:
  - a.  CD
  - b.  thumb drive or stick
  - c.  e-mail attachment with either a **.doc** extension (**not .docx**), or **.rtf** extension (for rich text format, in which you can "save as" by pulling down the list of options and selecting .rtf or Interchange format). **No .docx** files accepted at this time.
15. The name of your word processing program is:  
\_\_\_\_\_  
Version \_\_\_\_\_

16. Its platform is: PC/Windows  Mac  other \_\_\_\_\_

## PRIORITIES

17. Please rank your priorities, with #1 being the most important to you:  
cost  speed  quality  instruction   
(If speed is #1 or #2, you will save time by finding another editor.)

## SCHEDULING

18. If a deadline has been set by a publisher, what is it? \_\_\_\_\_
19. Any other scheduling factors I need to know? \_\_\_\_\_

(Turnaround for a partial manuscript is at least 4 weeks; for a full, at least 8)

## RATE FOR A 10-PAGE EDIT + WRITTEN CRITIQUE

20. For the first 10 pp **SMF**, \$195, which includes the cost of return shipping (no need for a SASE). *After these 10 pages are edited to our mutual satisfaction*, I may offer a price quotation for editing the full manuscript, with partial credit for the original \$195 fee. A "full" is quoted at a lower *rate* than a partial. Still, a professional book-length edit can cost \$1,200 to \$2,500 or more. A price quote is honored for 6 months and is only as accurate as the information on which it is based. If length or specifications change, the quoted price will be adjusted accordingly.

21. What else would you like me to know so I can give you the best results you desire?  
\_\_\_\_\_  
\_\_\_\_\_

22. Is there someone I can thank for referring you to me?  
\_\_\_\_\_  
\_\_\_\_\_

## THE NEXT STEP

23. Please do not send a full manuscript unless we've discussed your project *or* I've edited your first pp to our mutual satisfaction and have offered to continue.
24. If you are comfortable with my guidelines and preferences (#1 to 20 above), and my approach to editing (**about me** under **editing**), your first step is to fill out this form and mail it via regular US mail (not fax, email, or express) *together with the following:*

### (CHECKLIST 1)

- first 10 consecutive pages in **SMF** (no exceptions—please see #11-14);
- a check or money order for US dollars.

Only if we mutually agree to proceed, then mail the following:

### (CHECKLIST 2)

- hard copy in **SMF**;
- list of characters;
- a check for the quoted price;
- electronic file that exactly matches hard copy page for page (not .docx).

Do not send express or signature required.

Work is performed in North Carolina.

Please make a copy of this form for your own records and keep me updated on changes in your address, phone, or email. If I fail to respond promptly to your emails or phone calls, it's because I'm in the middle of editing, which I do not interrupt.

I appreciate your understanding and cooperation in adhering to my preferences. Meeting the preferences of agents and acquiring editors is much more challenging, and you might never learn what it is about your submission that fell short. But you can count on me to tell you. Thank you for your interest in contacting me.

### **Chris Roerden, Editor**

**Home office:** 3683 Waterwheel Court, Greensboro, NC 27409  
**Telephone:** (336) 323-1032 (best times: Mon-Thu 9 am to noon Eastern)  
**Website:** <http://www.writersinfo.info>  
**Email:** croerden "at" aol "dot" com

**Your signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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This form updated July 7, 2011