

## **Contract for Editorial Feedback Services**

This contract is between J. Anderson Coats (henceforth referred to as “the editor”) and \_\_\_\_\_ (henceforth referred to as “the author”). This contract is effective as of \_\_\_\_\_ (date).

### **Author Responsibilities**

The author is purchasing [this service], which includes [these elements.] The author agrees to pay [this amount] for this service, which is due before the editor begins the work [unless the author is purchasing a Whole Manuscript Critique, in which case half the total amount is due before the editor begins. The second half is due when the editor completes the work, before the feedback is provided to the author].

The author understands and agrees that no work will begin on their critique until the appropriate materials, a signed contract, and payment have all been received.

The author agrees to provide the editor with materials for review written in English according to these guidelines:

- For query letters, please include one-inch margins all around, size 12 font, single-spaced. Query letters should be no more than one page; around 250 words.
- For all other materials, please format your materials to industry standard formatting: one-inch margins all around, size 12 font, double-spaced, with no extra spacing between paragraphs.
- The author agrees to submit all materials as Microsoft Word documents unless other arrangements have been made in advance with the editor.

The author understands and agrees that their materials will be placed in a queue and the editor will work on critiques in the order in which those materials were received. The editor agrees to update the author as to any significant changes in the wait time. The author understands that they may cancel their request for a critique at any time if the wait time becomes too long.

The author agrees to provide payment through a Paypal invoice, which will be sent when the editor is ready to begin their critique. The author understands that the editor will not begin work on their critique until she has received payment. The author agrees that they have one week (seven days) to send their payment before they lose their place in the queue and the editor moves on to the next project.

The author agrees that turnaround times are calculated from the date that the editor receives their payment and begins their critique. The author agrees that all turnaround

times are subject to change, and the editor agrees to communicate any and all changes promptly. The turnaround times are as follows:

- Query Critique: two weeks for the initial review; any subsequent reviews (up to two) will happen within one week of receiving the revised version(s)
- First Ten Pages Critique: three weeks
- First Three Chapters Critique: one month
- Whole Manuscript Critique: three months

The author understands and agrees that engaging the editor for a manuscript critique is not a guarantee of any future outcome of the work. This includes, but is not limited to, signing with an agent and getting a contract from a publishing house.

The author understands and agrees that a professional critique is a product of the editor's expertise, perspective, skill, and insight, and that the author may or may not agree with the suggestions and guidance provided by the editor. The author understands and agrees that disagreements of this nature do not qualify the author for a refund.

The author has the right to cancel their critique at any time, for any reason. To cancel a critique, the author must email the editor clearly stating this request. When the editor receives this request, she will immediately stop work on the author's manuscript and return it to the author in its current state. The author's monetary refund depends on how much work the editor has put into their manuscript:

- No words reviewed: The author's total payment minus any Paypal fees
- 1% - 20% of the words reviewed: 80% Refund
- 21% - 40% of the words reviewed: 60% Refund
- 41% - 60% of the words reviewed: 40% Refund
- 61% - 80% of the words reviewed: 20% Refund
- More than 80% reviewed: 0 % Refund (the feedback is practically finished)

All percentages will be calculated according to the word count feature in Microsoft Word, rounded up.

All refunds will be sent within five business days of the cancellation.

### **Editor Responsibilities**

The editor will provide [this service], which includes [these elements]. The content of the [feedback letter and] inline comments will provide suggestions, leading questions, and guidance for the author to consider when making revisions to their work. The [feedback letter and] inline comments will not provide specific details or solutions as to how to address problems in the manuscript, nor will any of these changes be made by the editor.

The editor will not make changes to the content of the author's manuscript, with or without permission. The editor will make suggestions for the improvement of the author's manuscript using the Track Changes feature of Word, but it will be up to the author to decide how and whether to implement the feedback.

The editor will complete the work according to the following turnaround times:

- Query Critique: two weeks for the initial review; any subsequent reviews (up to two) will happen within one week of receiving the revised version(s)
- First Ten Pages Critique: three weeks
- First Three Chapters Critique: one month
- Whole Manuscript Critique: three months

If there are unforeseen delays, she will communicate them promptly.

The editor will respect the author's copyright of the materials submitted. This means:

- The editor will engage in reasonable precautions to protect the physical and digital safety of the author's materials while they are in her possession.
- The editor will not post any part of the author's materials anywhere online for any reason, neither during the time she is providing feedback nor at any time after.
- The editor will not knowingly use any specific elements of the author's manuscript in a work of her own at any time in the future.
  - If, upon reviewing the author's materials, the editor realizes that the author's work is too similar to a project that she is actively working on, or plans to begin in the immediate future, she will decline the critique and return 100% of the author's payment within five business days.
  - This clause respecting copyright is limited to *specific* aspects of the author's work, and prohibits the editor from *knowingly* using these specific aspects. The nature of storytelling is such that there are recurring literary elements that include, but are not limited to, themes, topics, settings, and tropes that have run and continue to run through literature. This clause respecting copyright does not guarantee that the editor will not one day use recurring literary elements that include, but are not limited to, themes, topics, settings, and tropes that are also common to the author's work.

The editor will respect the author's privacy and confidentiality. This means:

- The editor will not mention or discuss any aspect of the author's manuscript anywhere in person or online, neither during the time she is providing feedback nor at any time after, without the author's specific written permission.
- When the editor has completed the critique and the author has confirmed receipt of the feedback, she will delete the manuscript from her files and not retain the content in any way.

When determining whether to work with any particular author, the editor will not discriminate based on race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, disability, age, or veteran status. The editor strongly believes that diversity among creators of children's literature only enhances it, and the lives of the readers it serves.

The editor reserves the right to decline a critique under any of the following conditions:

- The content of the manuscript falls into an age and/or genre category which she does not feel comfortable and/or qualified to review.
- The manuscript is too similar in elements such as, but not limited to, content, plot, or narrative voice to a project that the editor is actively working on, or plans to begin in the immediate future.
- The author repeatedly behaves in a way that is rude, unreasonable, or abusive.

If the editor declines a critique for one of the first two reasons, she will provide a 100% refund within five business days of making this determination.

If the editor declines a critique due to the author's behavior, she will stop work on the manuscript and return it in its current state along with the appropriate refund:

- No words reviewed: The author's total payment minus any Paypal fees
- 1% - 20% of the words reviewed: 80% Refund
- 21% - 40% of the words reviewed: 60% Refund
- 41% - 60% of the words reviewed: 40% Refund
- 61% - 80% of the words reviewed: 20% Refund
- More than 80% reviewed: 0 % Refund (the feedback is practically finished)

All percentages will be calculated according to the word count feature in Microsoft Word, rounded up.

All refunds will be sent within five business days of the cancellation.

[signatures to appear here in the official contract]

PREVIEW ONLY