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Editing Assignment Intake Form

Your name: _____

Your email address: _____

Your phone number: _____

The title and subtitle of your book or article:

Your book or article's genre: _____

Length in words of your project: _____

Approximately when it will be ready for editing: _____

What style (Chicago or AP) do you prefer? (Chicago is used for most books).

In what format will you submit your manuscript (WORD or ADOBE)? _____

Generally, you'll submit in WORD for copyediting, and ADOBE for proofing.

Anticipated publication date: _____

If I am proofreading your final version after formatting ("typesetting"), I will require your final edited manuscript in Word. This enables me to do the comparison between what you wrote and what got formatted.

The fine print.

We do not have a lot of gobbledygook legal stuff here. It's simple: if you're not pleased with our services, we return what you paid. You have five days to decide once we return the manuscript to you. And of course, if we miss something we will make corrections at no charge.

ALL OF YOUR MATERIALS ARE HELD IN FULL CONFIDENTIALITY. YOUR MANUSCRIPT FILES ARE DELETED AFTER PUBLICATION.