

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 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, I'll ask you to send *at that time*: all chapters in one electronic file that **exact ly matches, page-by-page**, the paper manuscript, using one of these media:
a. ___ CD b. ___ thumb drive or stick c. ___ e-mail attachment with a **.doc** or **.docx** extension (rich text format is also available by pulling down the list of "save as" options and selecting .rtf or Interchange format, but do spot check the result for an accurate match).
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 could be 4 weeks; for a full, possibly 8)

RATE FOR A 10-PAGE EDIT + DETAILED WRITTEN CRITIQUE

20. For the first 10 pp **SMF**, \$275, which includes return shipping (no need for a SASE).
After these 10 are edited to our mutual satisfaction, I may offer a price quotation for editing your full manuscript, with whole or partial credit for the original fee. A "full" is quoted at a lower *rate* than a partial; still, a professional book-length edit can cost \$1,600 to \$2,900 or more. A price quote is honored for 6 months and is only as accurate as the information on which it is based. If your length or specifications change, I will let you know if a quoted price might have to be adjusted.
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 my work to you? _____

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.

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 another book, 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 contacting me.

Chris Roerden, Editor

Home office: 3683 Waterwheel Court, Greensboro, NC 27409

Telephone: discussion by email first, please

Website: <http://www.writersinfo.info>

Email: croerden "at" aol "dot" com

Your signature: _____ **Date:** _____

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This form updated February 24, 2015