

# TS Editorial: Terms & Conditions

First of all, thank you for considering my services.

This document details my terms and conditions as well as other information that will be useful to you as a new client. Please take your time to read through carefully, as it contains information with regards to payment terms, deadlines and storage of your material.

- I edit to either New Hart's Rules (UK clients) or the Chicago Manual of Style (US clients). These style guides are industry standard and used by almost all editors who work with independent authors.
- Use of punctuation will be according to the aforementioned style guides. If you have any strong preferences about any aspect then please tell me; otherwise, I will edit to industry standard punctuation rules.
- I edit the text directly wherever possible as there's much less chance of errors being introduced later that way. This means I will, in most cases, change words or re-order sentences where necessary as opposed to just highlighting the text in a comment bubble for you to change yourself. Any larger changes will be flagged up by a comment bubble to draw your attention to them. You can, of course, choose whether to accept or reject the change.
- I edit in Microsoft Word with Track Changes enabled.
- Ideally, your manuscript will have undergone some form of macro editing (developmental edit, critique, beta reading, feedback from writers' groups, etc.) before copyediting; this service focuses on word- and sentence-level changes, not on larger scale problems with characterisation and plot. First drafts are rarely ready for this stage.
- I will edit a manuscript in the version of English in which it is written.

By engaging me to work on your manuscript, you agree to the below conditions:

- A price for the job will be agreed before work begins. Should any further material be added by you to the work (such as extra chapters or a prologue), a separate price for that will be negotiated based on the initial price per 1,000 words.
- For new clients I ask for a 50% deposit in the two weeks prior to submission of your manuscript with the remaining balance payable within 14 days of invoice (other payment plans negotiable). If you are booking a slot more than a month in advance, I ask for a

£100/\$100 non-refundable deposit to hold your slot in my schedule. This will, of course, be taken off your end fee.

- You will be invoiced after you receive your edited manuscript and will receive a receipt for any payments made.
- You can pay by bank transfer or via PayPal.
- A deadline date will be agreed mutually between us. In the unlikely event a deadline has to change (severe illness, family bereavement, technical meltdown, etc.), I will contact you as soon as possible with a revised date.
- If you are dissatisfied with my work, please contact me and explain why so we can rectify the situation. While every effort will be made to provide an error-free document, perfection is impossible to achieve and minor errors may remain. Edited manuscripts can have anywhere from a few hundred revisions to more than 15,000. Copyediting is not proofreading – the two are distinct and for good reason. Traditional books always have at least one proofreader go through afterwards (and even then, mistakes remain, as I'm sure you'll have seen!). Please make sure you read through the edited version carefully and ensure you are entirely happy with it before publishing (and enlist friends and family to help – the more pairs of eyes on a piece of work, the better). **I always recommend getting a proofreader to check your work before publishing. Please let me know if you would like me to arrange this.**
- I may use your name and link to your book on Amazon or other platforms in my promotional material (such as website portfolio). If you don't want this service, please let me know.
- If you are pleased with my work, please consider writing a testimonial, which can be of use to future clients.
- There is no need to acknowledge me in your work, but if you would like to do so, please ask my permission first. If you make changes to your document after I have edited it, please include a line to this effect, as if any errors are introduced, it may give an inaccurate impression of my editing to potential future clients.
- The author is ultimately responsible for the work. While I will endeavour to point out any potential legal issues, the author is responsible for ensuring their manuscript is appropriate for publication and I can accept no liability for any legal action arising as a result of any inaccurate or defamatory information appearing in a piece of work.
- I will not fact check every detail. I will check any that catch my attention, but please ensure you have properly researched and fact checked your own work before sending it to be edited.

- Your work will be kept completely confidential. I will keep a backup copy (unless asked otherwise) on a secure, external device for a period of six months in case of failure with your own system. If you do not wish a copy to be kept, please let me know.

Please feel free to contact me at any time with any questions, or just to discuss my progress. I'm always happy to hear from you.

Toby Selwyn