



Ashli Lomeli, M.A.
Dissertation and Thesis
Editor

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Editing Agreement

This agreement is between Ashli Lomeli (Editor) and _____ (Client) and concerns the following manuscript:

Author(s): _____

Description of manuscript: _____

Services

Ashli will provide editing services outlined in the attached Statement of Work. Variations to the agreed upon statement of work must be approved in advance by both Ashli and CLIENT in writing. In such cases, email may substitute for signed documents and be binding for both parties.

Reviews and Revisions

CLIENT will agree to the revision schedule articulated in the Statement of Work. With the agreement of both parties, the schedule may be adjusted as needed. Both parties will attempt to resolve any changes in the schedule made by outside vendors or unforeseeable acts. CLIENT will agree to use the same word processing software (e.g. Microsoft Word with Track Changes, Google Docs with Suggestions, etc.) throughout the revision process to avoid discrepancies encountered when converting documents to different file types.

Acceptance of Deliverables

CLIENT will review, approve, and accept final work in the format stated in the Statement of Work. Revisions after acceptance of deliverables is subject to a new work agreement.

Confidentiality

Ashli will maintain the highest level of confidentiality regarding the project. All proprietary information will remain confidential. Ashli may request references or testimonials.

Termination

Either party may terminate this contract if terms are violated with written notice. In the case of non-performance by either party, the opposing party may terminate this contract with five day written notice.

STATEMENT OF WORK

Editorial Tasks

Manuscript Reader (most common for graduate students)

- Fee: \$13 per 1 double-spaced page
- Copyediting (grammar, spelling, punctuation; major syntactical issues)
- Suggestions on source usage for the appropriate audience, level, and theme
- Checking document conformity, including but not limited to the following:
 - Document Formatting (margins, spacing, and advanced Microsoft Word features such as Styles and section breaks)
 - In-text/footnote and reference citations
 - Style changes per the appropriate style and reference manual (APA, MLA, Chicago, etc.)

Delivery Schedule

CLIENT will allow for an at-most two-week turnaround for Ashli to return edits and feedback.

Payment

For clients with personal reference(s), the **deposit is 30%** of price per total number of pages/words completed upon contract agreement. For clients without personal reference(s), the deposit is 50% of price per total number of pages/words completed upon contract agreement. The agreed-upon payment is as follows:

1) Editorial fee of \$13 per double-spaced page

These fees are to be paid by CLIENT to Ashli in the following manner:

Payment is to be made within 7 days of receiving manuscript and invoice via PayPal (paypal.me/ashlilomeli), Venmo (@ashli-lomeli), Zelle (1businesslomeli@gmail.com), or Apple Pay (760-983-1020).

Signatures

Electronic or Printed Signature: *Ashli Lomeli*

Editor's printed name: Ashli Lomeli

Electronic or Printed Signature: _____

Client's printed name: _____

Appendix: Levels of Editing

Manuscript Reader (most common for graduate students)

- Fee: \$13 per 1 double-spaced page
- Copyediting (grammar, spelling, punctuation; major syntactical issues)
- Suggestions on source usage for the appropriate audience, level, and theme
- Checking document conformity, including but not limited to the following:
 - Document Formatting (margins, spacing, and advanced Microsoft Word features such as Styles and section breaks)
 - In-text/footnote and reference citations
 - Style changes per the appropriate style and reference manual (APA, MLA, Chicago, etc.)

Copyediting (most common for technical and professional writing)

- Fee: \$0.045 per word
- Grammar
- Sentence syntax
- Proofreading: punctuation, spelling, capitalization, typos, repeated words

Documentation and Style Only

- Fee: \$8 per 1 double-spaced page
- Checking document conformity, including but not limited to the following:
 - Document Formatting (margins, spacing, and advanced Microsoft Word features such as Styles and section breaks)
 - In-text/footnote and reference citations
 - Style changes per the appropriate style and reference manual (APA, MLA, Chicago, etc.)