

This Info Sheet will help me understand your objectives for your manuscript. Your manuscript will be handled with utmost confidentiality and your free consultation does not obligate you in any way.

Instructions:

- (1) Save this form to your computer.
- (2) Reopen it and fill it out on screen, then email it as an attachment (scan for viruses), or fax it.
- (3) I will contact you when I have read it to go over it and ask you any questions I have.

Name:	E-mail Address:	
Mailing Address:		
City:	State:	Zip Code:
Phone Numbers: Home: () Office: Other:	Fax No.: () Is fax always on or available?	

About Your Manuscript:

Are you submitting an entire book manuscript? [] Yes [] No	If not, what are you submitting?
Your book's title:	Approx word count and/or total number of double-spaced pages:
Your book's subject matter and what you want it to achieve or communicate:	
Your publication or distribution objective for the book (i.e., publication via traditional publisher, self-publication, e-publication, private distribution, etc.):	
Is a publisher or agent waiting for this book? [] yes [] no	
Who are the intended, or most likely, readers of the book? (Readers' occupations - for example, housewives, crafts hobbyists, business owners, parents, academics, gen. public, medical professionals, etc.)	
What service(s) are you interested in from WordsArt and what kind of editing does the book need?	
Does the manuscript have any specific problems or rough areas, or are you having any particular trouble with it?	
Do you have a deadline to meet for this book, and if so, what is it?	

About Yourself:

Your occupation(s):
Briefly describe your writing experience, what types of writing you have done, for how long, any previous books, etc.:
Do you have any further questions or issues about the book you would like to discuss?
Please tell us where you heard of WordsArt or who recommended us:

WordsArt - Nonfiction Editing Services and Rates

WordsArt accepts nonfiction books whose subjects fall mainly under the general interest categories found in public bookstores. We don't take on technical, mathematical, or academic work. Check our [Welcome to WordsArt](#) and [Books Edited and Published](#) pages for examples of books we've edited. We also edit website articles and blogs.

- ❑ **Copyediting (books and website articles): Rate – \$40.00 per hour (phone consultation & email work billed at \$10.00 per qtr. hour)**
 - Check and correct grammar, punctuation, sentence structure (awkward phrasing), usage, word choice and repetitious elements, paragraphing, clarity, and other needed improvements at the word, sentence and paragraph levels.

- ❑ **Comprehensive Editing (books & longer website articles): Rate – \$45.00 per hour (phone consultation & email work billed at \$11.25 per qtr. hour)**
 - Copyediting corrections as above, plus review of structure, organization, and additional aspects of optimum written communication.¹ The editor makes any obvious or required corrections, but for larger questions, she writes them into the text for your consideration before going ahead with the suggested changes. Editor may sometimes need to ask questions right away via phone or email consultation, if they will affect the editing overall.
 - For work that needs a lot of new material to be written by author, editor will suggest this in written comments, suggestions and questions for you so that you can supply the additional text. We will then edit those sections after the additional writing is completed.

- ❑ **Book Developmental Editing: Rate – \$50.00 per hour (phone consultations, Q&A sessions, & email work billed at \$12.50 per qtr. hour)**
 - This service provides consultation, evaluation, and editing to help bring a manuscript from an early, very rough stage up to final form. Editor will help author organize and develop the work, including chapter structure and other parts of the book. There will likely be a number of paid verbal Q&A sessions to work out various question and problems. Our developmental editing does not include performing research, fact-checking or writing major portions of the text, but rather guides the author through all steps needed and edits the work so created. We may provide some rewriting or may draft or outline limited new material if needed.
 - As is likely with this type of service, a lot of new author material may need to be written, so editor will write comments and suggestions for you to as needed to guide you in writing the additional text. We will then edit those sections after the additional writing is completed.

- ❑ **Consultations: Rate – \$45.00 per hour (phone consultation & email work billed at \$11.25 per qtr. hour)**
 - A consultation can assist with a certain problematic portion or element of your book manuscript. Editor will analyze the requested part and make written recommendations. She can also edit specific portions of a manuscript, depending on the manuscript, as comprehensive editing might need to involve other portions of the book and grow beyond a limited consultation.

¹ Elements checked include, among other things, correct or logical sequence and flow of ideas, chapter sequence, appropriate and consistent style, overall organization of the parts of the book. Are there obvious mistakes or omissions in the content? Does the book actually deliver all that its title promises and if not, how can it be revised or added to so that it does?