

# LAMBDA EDITING

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## TERMS AND CONDITIONS FOR SERVICES

### 1. SCOPE OF SERVICES

**Beta Reading** will include an overall opinion of your work's readability, opinions on your story, characters, writing style, and world-building, assessments of the manuscript's strengths and weaknesses, and a brief evaluation of your future editing needs. A beta reader report will be provided with this service.

**Manuscript Critique** will include suggestions for improving story arc, pacing, structure, character building, world building, writing style, voice, and level of detail. An editorial report will be provided with this service, which will include some examples pulled from the manuscript to demonstrate specific issues. A manuscript critique does *not* include comments in the manuscript.

**Developmental Editing** will include suggestions for improving story arc, pacing, structure, character building, world building, writing style, voice, and level of detail. An editorial report will be provided with this service, as well as extensive comments in the manuscript to demonstrate examples of the feedback given in the report and to suggest improvements to your writing style and voice.

**Line Editing/Copy Editing** will include suggestions for improving sentence structure, grammar, style, word choice, scene pacing, descriptions, dialogue, continuity, and minor plot flaws. I will also focus on smoothing author voice and the overall flow of the prose. Editing suggestions will be made in the form of changes to the manuscript using Microsoft Word's Track Changes feature, along with sidebar comments in some instances. An edited version of your manuscript with all changes tracked will be provided with this service. For long and complex projects, a style sheet will be started and provided with your edit.

**NOTE FOR LINE EDITING/COPY EDITING:** *All efforts will be made to provide you with a clean manuscript with a smooth reading experience, but a perfect manuscript is neither expected nor promised with this service. To ensure as clean a manuscript as possible, it is **strongly recommended** that you seek proofreading after your line editing or copy editing service.*

## **2. COST OF SERVICES**

### **a. Quote**

Upon receiving a request for editorial work, Lambda Editing will provide an estimated quote via email for services based upon factors such as turnaround time, time slot, word count, and state of the manuscript. If the client agrees to the quote, steps will progress to reserve the time slot offered.

### **b. Deposit**

A 20% non-refundable deposit is required for projects above \$150 USD in order to reserve your slot in my editing schedule. Your slot is only secured once the deposit is received. Deposits are only refunded if I, the editor, am unable to begin work on the project for some reason.

### **c. Cancellation and Postponement**

Should you wish to cancel scheduled services for any reason, your deposit will not be refunded. Cancellation of services after work has begun will result in an invoice being issued for the work already performed, minus the deposit, based on word count of the amount of work already completed, at the rate stated in your quote.

Should you miss your scheduled start date, you agree that a late start might result in the loss of your editing slot and that your project will be accommodated at the next available timeslot. If you need to postpone your editing or beta reading project, please email me to discuss scheduling options.

I am generally very flexible, but I appreciate as much notice as possible.

## **3. PROJECT WORK**

### **a. Delivery of Manuscript**

Please aim to deliver your manuscript to me at least two (2) days before services are scheduled to begin. A reminder will be sent to you several days before the start date. Once you submit your manuscript for editing, changes cannot be made unless the start of work has been delayed.

### **b. Work Pipeline**

Work will begin on your project on or shortly after the start date, and the completed project will be sent to you according to the agreed-upon schedule (provided payment is received in a timely manner). You will receive an invoice for the final balance when the project reaches 90% completion. Once payment is received and work is completed, the files will be delivered.

### c. Review of Work

You will be responsible for accepting or rejecting the proposed changes in the edited manuscript or provided feedback letter and doing any necessary rewriting or additional writing. Lambda Editing does not provide rewrites or assistance in implementing feedback beyond the scope of answering general clarifying questions.

## 4. COMMUNICATION

I am available to discuss your project via email. Before the start of the project, I am more than happy to answer questions about my quotes, rates, or style of work. During an ongoing project, I am happy to provide a project update via email **if requested**.

After a project is complete, I am happy to answer clarifying questions about any of my feedback or edits, as well as advise you with broad suggestions on next steps in the editing or publishing process.

## 5. PAYMENT METHODS

Invoices for deposits and balances will be sent via PayPal. If you require an alternative payment method, please discuss this change at the time of booking. Please note that I only accept digital payments. No checks or cash will be accepted.

## 6. CONFIDENTIALITY

I agree to keep your manuscript's details, including title, release date, and your name or pseudonym under strict confidence until your own announcements regarding cover reveals, teasers, announcements, and publication. I will never publicly release your manuscript, in part or as a whole, edited or unedited, without your permission. I will use reasonable measures of security to ensure that your work is never compromised.

I reserve the right to list your name or pseudonym and the title of your work on my website after publication, and to use your work's cover on my website portfolio. **If I cannot list your work in my portfolio due to contractual obligations to a third party or any other reason, please inform me via email.**

## 7. AFTER PUBLICATION

Due to the financial nature of our business relationship, I cannot post a review of your work on any retail outlet or review website (e.g., Amazon, Barnes and Noble, Goodreads, etc.), regardless of service. This policy does not apply to personal opinions posted on my social media.

## 8. ACKNOWLEDGMENT

Should your manuscript be published, acknowledgment for editing or beta reading your work is appreciated but not required. If you choose to mention me, this can be done in the form of an editing credit to "Angela Traficante" in the work's front matter or on an acknowledgments page (if an editing service was provided) or on the acknowledgments page only (if beta reading was provided). If you would like to include a link, please use the following URL: [www.lambdaediting.com](http://www.lambdaediting.com)