

Judith C. Reveal

Just Creative Writing & Indexing Services

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Manuscript Review Services

The following information will provide you with a good sense of what my manuscript review service is all about, including what you will get from me and the cost. Please contact me if you have any questions.

When I take on a manuscript review for a project, I do three things:

1. Line editing, where I look for grammar problems, typos, misspellings, etc.
2. Content editing where I look at the continuity and structure of the manuscript; fact checking if a question arises.
3. Review the manuscript format and make changes if needed.

As my client, you will receive from me:

- A reformatted manuscript, if necessary, that will comply with submission guidelines of most publishing houses, editors and/or agents.
- A report that will provide detailed explanations of my review.
- Return of electronic ms with comments embedded for easy review.
- A personal discussion at your convenience to answer any questions you have about the manuscript or report.

Estimated Costs:

Rate:	\$25.00 per hour
Estimated time:	Approximately 1 hour to read and mark up 10 pages of manuscript
Report time:	Approximately 5 hours to prepare a detailed report with recommendations/ suggestions

EXAMPLE:

This example is based on a 300 page (double spaced – see submission guidelines next page) manuscript

300 pages / 10 hours = 30 hours to read / mark up manuscript	
30 hours x \$25 per hour	= \$750.00
5 hours to prepare report x \$25 per hour	= <u>\$125.00</u>
Total project cost:	= \$875.00

If you choose to move forward, I will provide a contract which you are welcome to have reviewed and if the project is agreed upon there is a 25% deposit required with the return of the contract. The remainder of the contract amount will be due upon return of the manuscript and report. If you have a contract you prefer to use, I am flexible.

The estimate will be indicated in the contract based on the number of pages in your manuscript and the deposit will be based on the estimate. At the completion of the project, I will invoice you for the difference between the deposit and the final amount.

SUBMISSION GUIDELINES

Manuscripts should be submitted in standard guidelines as described below:

- One inch margins all around
- Double space – no other options. Double spacing is important for two reasons: 1) it is the expected submission style for both publishers and agents; 2) my rate is based on reading a double spaced manuscript. If you submit something other than that, the rate may change.
- Title page with authors name and contact information in upper left corner (single spaced); number of words upper right corner; title of work centered 3 inches from the top.

- All subsequent pages should have header information – author’s last name and title of work in upper left corner; page number in upper right corner.

Please do not design your manuscript to look like a book. That is what publishers do. The author’s job is to write the story. You should not get sidetracked in trying to make your manuscript appear as an already-published work. When you submit your work to an agent or publisher, ‘plain’ is best.

I generally work with electronic submissions in Word, and I utilize the tracking function to make my comments and recommend changes. If you are unfamiliar with this process and how to work with it once you receive the manuscript back, please let me know.

Please let me know if you have any questions about this information. I look forward to working with you!

Good Writing!!!

