Professional Editing Service Center Agreement

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| SERVICE CENTER:  WSU Contract No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Washington State University  Professional Editing Service  Center for Undergraduate Education  Smith CUE 305 PO Box 644530  Pullman WA 99164-4530  Phone: 509-335-7959  Email: prof.edit@wsu.edu | CLIENT:  Name:  Address: Street:  City, State, Zip:  Phone:  Email (**REQUIRED**):  Affiliation:  **Check one:**        External community affiliation (non-WSU client)       ­ WSU Graduate Student        WSU Faculty    WSU ID (If applicable): |
| Period of Performance:  Starting:  Ending: | Amount Due to WSU Not to Exceed (NTE): $ |

TERMS AND CONDITIONS

1) PARTIES: This AGREEMENT is between Washington State University, an institution of higher education and an agency of the State of Washington, by and through the Professional Editing Service Center (“SERVICE CENTER”) and the above specified CLIENT, to set forth the terms and conditions governing the provision of services (the “SERVICES”), as set forth in Exhibit A attached hereto, from SERVICE CENTER to CLIENT.

2) COMPENSATION: Compensation for the SERVICES shall be payable to Washington State University (WSU) Receivables at the address listed above. Invoices shall be sent to the email address for CLIENT set forth above. All payments are due within thirty (30) days of receipt of invoice. Invoices will reflect type of SERVICE rendered as agreed upon in   
Exhibit A and number of hours of SERVICES rendered.

3) TERMINATION AND REFUNDS: Either party may terminate this AGREEMENT upon thirty (30) days’ written notice to the other party. CLIENT shall not be entitled to any refund under this AGREEMENT except in the event of termination, in which case SERVICE CENTER shall give CLIENT a refund for payments made, if any, toward any un-rendered SERVICES. If CLIENT terminates this AGREEMENT, SERVICE CENTER shall cease all reasonable SERVICES on this AGREEMENT. CLIENT shall remain fiscally responsible for any reasonable SERVICES rendered after notice of termination, and before the effective date of termination.

4) CONFIDENTIAL INFORMATION: “CONFIDENTIAL INFORMATION” shall mean any CLIENT-provided materials, written information, and data designated by the CLIENT as “Confidential.” The SERVICE CENTER will use reasonable care to guard the confidentiality of the CONFIDENTIAL INFORMATION. Unless authorized in writing by CLIENT or required by law, including but not limited to disclosures required by the Washington Public Records Act (RCW 42.56), the SERVICE CENTER will not share CLIENT’S CONFIDENTIAL INFORMATION with any third party, and SERVICE CENTER generally anticipates such CONFIDENTIAL INFORMATION will be viewed only by the contracted editor/proofreader for the SERVICES. Moreover, whether or not designated as “Confidential,” any materials subject to protection under the Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. § 1232g; 34 CFR Part 99) shall be treated in accordance with the provisions of FERPA.

5) RIGHTS IN DATA AND DELIVERABLES: All deliverables produced under this AGREEMENT are “works for hire,” as defined by U.S. Copyright Laws and shall be owned by CLIENT. If the deliverables are determined not to be a work for hire, SERVICE CENTER shall assign the deliverables to CLIENT.

6) GOVERNING LAW/VENUE: This AGREEMENT shall be governed by and construed in accordance with the laws of the State of Washington, and venue for any action brought hereunder shall be in the Superior Court for Whitman County, Washington.

7) NO WARRANTIES: The SERVICE CENTER will perform the SERVICES with a level of competence that will meet industry standards. EXCEPT AS EXPRESSLY STATED HEREIN, SERVICE CENTER IN NO WAY WARRANTS OR GUARANTEES THE SERVICES OR DELIVERABLES PROVIDED UNDER THIS AGREEMENT AND MAKES NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTY OF MERCHANTABILITY OR WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE REGARDING THE QUALITY OR ACCURACY OF THE SAME.

8) CAPACITY: The editor/proofreader engaged in the performance of the SERVICES will not be considered for any purpose to be an employee or agent of the CLIENT.

9) HOLD HARMLESS: Each party to this AGREEMENT shall be responsible for its own acts and/or omissions and those of its officers, employees, and agents in the performance of this AGREEMENT. No party to this AGREEMENT shall be responsible for the acts or omissions of those entities or individuals not a party to this AGREEMENT.

10) ENTIRE AGREEMENT; SEVERABILITY: This AGREEMENT and any attachments to this AGREEMENT contains the entire and only agreement between the parties respecting the subject matter hereof and supersedes or cancels all previous negotiations, agreements, commitments, and writings between the parties on the subject of this AGREEMENT. If any provision of this AGREEMENT shall be held invalid, such invalidity shall not affect the other provisions of this AGREEMENT which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this AGREEMENT, and to this end the provisions of this AGREEMENT are declared to be severable.

11) AMENDMENTS: This AGREEMENT may not be amended in any manner except in writing and signed by an authorized official of each party.

**12)** **ACADEMIC INTEGRITY:** I, the author of the work submitted for editing, hereby certify that this work is my own, and is free from falsification, fabrication, plagiarism, and/or other forms of dishonesty in scientific and/or scholarly research.

Initials:\_\_\_\_\_\_\_\_\_\_

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| NOTE to Graduate Students:   * For editing services rendered on materials for *coursework*, Course Instructor approval is *required.* * For editing services rendered on *theses* and *dissertations*, Advisor/Professor approval is *recommended.*   In either case, approval can be granted by the Instructor/Professor via an email from that individual’s official WSU account to prof.edit@wsu.edu. |

Exhibit A

Description of the SERVICES

I. Requested SERVICES

* Description of the work submitted by CLIENT for the SERVICES:

* SERVICE CENTER shall perform the following SERVICES for CLIENT, as more fully described below:

*Based on the initial assessment of your document shared with you by the Service Center's editor, please indicate the maximum hours at each level you would like the Service Center to initially contract in your behalf:*

Proofreading      no more than       hours (Cost NTE$     )

Copyediting      no more than       hours (Cost NTE$     )

Structural/Conceptual Editing      no more than       hours (Cost NTE$     )

Thesis/Dissertation Formatting      no more than       hours (Cost NTE$     )

TOTAL COST NTE $

# II. Description of Available SERVICES

**Proofreader 1 Costs: ($30.00 an hour); Federal Rate @ 92% ($27.60)**

For the purposes of this SERVICE CENTER, a Proofreader corrects grammatical, punctuation, and spelling errors and verifies the correctness of the citation style required by the publisher or academic discipline. Proofreader has limited need for in-person contact with CLIENT, insofar as the work assumes that the needs of the text are limited to the adherence with the conventions of Edited American English and do not involve text re-rearrangement for issues of fluency, style, and conciseness, or the clarification of meaning.

Work activities include:

* correcting spelling mistakes and grammatical errors;
* verifying the correctness of the citation style required by the publisher or academic discipline;
* working with IT-based publishing systems and databases, as well as via the internet, or from paper manuscripts;
* minimal liaising with CLIENT by phone and email; and
* producing or working toward a style checklist to ensure consistency in hyphenation, capitalization, formatting of references, etc.

**Copy Editor Costs ($35.00 an hour); Federal Rate @ 92% ($32.20)**

For the purposes of this SERVICE CENTER, a Copy Editor performs the SERVICES of a Proofreader 1, and also performs additional SERVICES, which include:

* a moderate amount of liaising with CLIENT in-person, through IP communication (e.g., Skype), phone, and/or email;
* resolving queries with the CLIENT relative to style and text inconsistencies;
* producing or working toward a style checklist to ensure consistency in hyphenation, capitalization, formatting of references, etc.;
* maintaining awareness of word or phrase usage with a view to ensuring the usage is appropriate for the style expectations of the proposed readership;
* sub-editing text written by a number of authors to ensure consistent house style;
* re-writing sentences to ensure syntactic appropriateness and correctness;
* re-arranging sentences in paragraphs to maximize logical coherence and cohesion; and
* suggesting changes to enhance readability, conciseness, and style.

**Structural/Conceptual Editing Costs ($55.00 an hour); Federal Rate @ 92% ($50.60)**

For the purposes of this SERVICE CENTER, a Structural/Conceptual Editor performs the following SERVICES:

* liaising regularly with CLIENT in person, through IP communication (e.g., Skype), phone, and/or email to clarify the semantic intent (meaning and purpose) of the CLIENT’s words where language usage deviates substantially from Standard American English or Edited American English;
* in conjunction with the CLIENT, rewriting extended stretches of discourse (e.g., entire paragraphs) when necessary to clarify the established semantic intent; and
* producing or working toward a brief glossary of expressions (idiomatic or otherwise) misapplied by the CLIENT.

**Formatter Costs: ($30.00 an hour); Federal Rate @ 92% ($27.60)**

For the purposes of this SERVICE CENTER, a Formatter formats theses and dissertations to insure compliance with Washington State University Graduate School document requirements. Such formatting involves correcting the layout of the title page, signature page, abstract, table of contents, and other thesis/dissertation components. Formatter has limited need for in-person contact with CLIENT, insofar as the work assumes that the needs of the text are limited to the adherence with the conventions of Graduate School-approved formatting rules and do not involve proofreading or text re-rearrangement for issues of fluency, style, and conciseness, or the clarification of meaning.

Work activities include:

* correcting page layout, line spacing, pagination, margins, font, and other required aspects of document formatting;
* in some cases creating the front pages (title page, table of contents, etc) for CLIENT using CLIENT-provided information;
* verifying that the same formatting style decisions are uniformly applied to the entire document.

**Rush/Express Job Rates**

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| **Rates for Clients Requesting Rush or Express Jobs** | | | | |
| **Service** | **Base Rate** | **Rush Job: 25% Surcharge** | | **Express Job: Surcharge** |
| **Proofreading** | **$30** | **+ $7.50** | **$37.50** | **Make inquiry to editor** |
| **Copyediting** | **$35** | **+ $8.75** | **$43.75** | **Make inquiry to editor** |
| **Structural** | **$55** | **+ $13.75** | **$68.75** | **Make inquiry to editor** |
| **Formatting** | **$30** | **+ $7.50** | **$37.50** | **Make inquiry to editor** |
| **Job Size** | | **Rush Rates Charged for. . .** | | **Express Rates Charged for. . .** |
| 20 pages/ 5,000 words\* | | **Less than 3 days** | | **Less than 1 ½ days** |
|  | |  | |  |
| 40 pages/10,000 words\* | | **Less than 5 days** | | **Less than 2 ½ days** |
|  | |  | |  |
| 80 pages/20,000 words\* | | **Less than 10 days** | | **Less than 5 days** |
|  | |  | |  |
| 120 pages/30,000 words\* | | **Less than 2 weeks** | | **Less than 10 days** |
|  | |  | |  |
| 160 pages/40,000 words\* | | **Less than 3 weeks** | | **Less than 2 weeks** |

\* A “standard” page has 1-inch margins, 12-pt font, and (approximately) 250 words of double-spaced text. Non-standard pages will be determined, accepted/rejected, and charged in SERVICE CENTER’s sole judgment.

Contract Addendum No. \_\_

Contract No. \_\_\_\_\_\_\_\_\_\_

between

Washington State University

Professional Editing Service Center

and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This section allows for the contract to be amended in the event that the client requests additional editing on the same document after the 1st round of edits is completed (as requested and completed above), and is subject to the same terms and conditions as the base AGREEMENT:

*Based on a renewed assessment of your document after 1st round editing has been completed by the Service Center's editor, please indicate the maximum hours at each level you would like the Service Center to re-contract in your behalf:*

Proofreading      no more than       hours (Cost NTE$     )

Copyediting      no more than       hours (Cost NTE$     )

Structural/Conceptual Editing      no more than       hours (Cost NTE$     )

Thesis/Dissertation Formatting      no more than       hours (Cost NTE$     )

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| Period of Performance:  Starting:  Ending: | Amount Due to WSU Not to Exceed (NTE): $ |

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| Approved By WSU: Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name:  Title:  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Approved By CLIENT: Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name:  Title:  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |