



Editing Agreement

As a client of Sara D. Hauber [SDH], sole member of Publication Matters LLC, I agree to the following terms and conditions.

A. Roles, Responsibilities, and Assurances

1. I understand that the complete contents of any paper I submit to SDH—including all text, figures, tables, reference lists, and appendices—are solely my responsibility, both before and after her edit.
2. I confirm that all text is my own creation and has not been plagiarized.
3. If any contents of any paper I submit to SDH—including text, figures, tables, and appendices—require copyright approval, I have obtained such rights from the copyright holder to use such contents in my paper.
4. I agree that the contents of any paper I submit to any journal for publication or to my committee as part of my requirements in a graduate program, even after having undergone editing by SDH, is solely my responsibility, and that I am responsible for checking the entire document for accuracy after her edit.
5. I agree that I, and only I, will verify the accuracy of direct quotations and the validity or suitability of all citations/references/sources.
6. If any legal action is taken against me because of a paper or manuscript that I hired SDH to edit, I understand that SDH is not held responsible for such paper or manuscript. If I am sued, SDH is not responsible for any legal fees.
7. I understand that in no way can SDH guarantee acceptance of my paper by my doctoral committee; SDH is simply helping me improve the writing, flow, style, and organization of my paper by applying her professional knowledge.
8. I agree that it is my responsibility to:
 - a. Ensure that my manuscript meets the requirements as set out in the instructions provided by Frontier Nursing University (e.g., word count, number of tables and figures).
 - b. Carefully check all changes made to the manuscript to ensure that my intended meaning has been preserved.
 - c. Ensure that all data contained in text and in tables/figures is accurate.
 - d. Take full responsibility for my manuscript once the document leaves SDH's care.
 - e. Be available via e-mail and/or telephone to answer any pressing queries SDH may have during the editing of my manuscript.
9. I agree that the following are SDH's general responsibilities:
 - a. To improve the grammar, sentence structure, and punctuation of my manuscript text.
 - b. To match APA style as closely as possible, if applicable, given the text provided.
10. I understand that it is *not* SDH's responsibility to rewrite the text of my paper or add text that is not present in the original draft submitted for editing.
11. I understand that if I present new information, documents, sources, or needs related to the manuscript to SDH after my paper has been submitted for editing, they will not be considered unless a revised completion date and additional fees are agreed to.

B. Scope of Project, Fees, Payments, and Timeline

12. I understand that the services offered by SDH under this current agreement include
 - a. Comprehensive review of my manuscript of up to 2600 words, abstract of up to 250 words, and up to 25 references, as well as a maximum of 5 tables and figures.
 - b. One round of copy editing to manually fix errors in spelling, sense, style, grammar, and punctuation *that can be made without performing research or accessing my sources*.
 - c. Copy editing of the abstract, manuscript text, tables/figures, and references to match APA style.
13. To accomplish this type of editing for an abstract and manuscript with up to 5 tables/figures, SDH requires a project fee of \$325.
14. This fee includes only the work outlined in Section B12, above. I agree that, if any additional work, including a subsequent or final round of editing, is requested, a new agreement (cost and timeline) will be required.
15. I agree that SDH will receive my project fee of \$325 prior to beginning work on my paper. I must send this payment via the payment gateway while booking the service on publicationmatters.com.
16. I understand that project fees are **non-refundable**.
17. Within 1 to 3 business days of receiving my documents and project fee, SDH will provide me her comprehensive edit via email.
18. I agree that, when SDH receives my payment, the current draft of my paper for editing, and notification that I have consented to this agreement, she will begin work and will adhere to the timeline presented in Section B17, barring emergency circumstances (e.g., severe illness, death of a family member, power outage outside of her control, etc.). Any delays will be communicated to me immediately when their necessity is known.

C. Agreement

19. By signing this contract, I am reserving SDH's time to complete the editing of my paper or manuscript. She will dedicate her entire professional attention to my work while my manuscript is in her care.
20. The terms of this agreement are valid only when I indicate my consent and agreement below.

By completing the fields below, I demonstrate full agreement to and understanding of the above statements and will comply with each point in the contract as described.