

## **Revealed Word Publishing Terms & Conditions**

**AUTHOR RIGHT TO OWNERSHIP:** Author grants Revealed Word Publishing, worldwide rights to copy edit the Work in print and electronic. Publisher acquires no right of ownership under this Agreement, and all rights not explicitly granted to Publisher are reserved to Author. Author owns original text files.

**STANDARD EDITING SERVICES & CHARGES:** Author understands Publisher will provide the following quality editing services: Editor reads all text, searching for inappropriate end-of-line word breaks, typos and misspelled words, unforeseen formatting issues, a one-time check and correction for errors in grammar, spelling, tenses, punctuation, abbreviations, capitalization, format, and style. If there are suspicious errors in scripture quotes, the author is queried and asked to correct it. Editors are free to fact check Bible quotes, numbers, and versions used, but this is not required. If editor sees any inconsistencies, they can make minor changes (i.e., typos), but any extensive corrections in scriptures or quotes should be done by author, per query. Proofreading is done prior to typesetting by the printer; therefore, editor will make edits, suggested changes, and questions for the author on the electronic copy of the manuscript.

**Author understands there is a \$3 per page standard editing (MS Word Page #) fee and that a deposit fee of 50% will be paid to Publisher for the Work prior to editing.** All reviews of files are sent electronically in Microsoft Word format. If Author does not have access to a computer with the ability to receive e-mails and attachments, an appropriate surcharge is added to cover extra time, expenses, postage, and handling of sending hard copies of files via Publisher's selected courier. Author understands the balance will be due to Publisher when Author submits the Work to the printer.

**SUBSTANTIVE EDITING SERVICES & CHARGES:** Often our editors will make minor suggestions for text flow or rewriting that the author should do, not the editor. Author understands Publisher offers substantive editing services in which: editor removes redundancies and makes sure material is logical, understandable, and credible. The editor makes sure that all statistics are sourced and queries the author about all material that needs permission-poems, songs, etc. Editor adjusts awkward sentences, completes sentence fragments, reorganizes paragraphs and chapters for logical text flow, changes passive voice to active voice, checks all sequences, and performs minor rewriting. The editor will make minor changes; all major changes are run by the author before making revisions. Substantive editing is done prior to typesetting by the printer; therefore, editor will make edits, suggested changes, and questions for the author on the electronic copy of the manuscript.

**Author understands there is a \$5 per page substantive editing (MS Word Page #) fee and that a deposit fee of 50% will be paid to Publisher for the Work prior to editing.** All reviews of files are sent electronically in Microsoft Word format. If Author does not have access to a computer with the ability to receive e-mails and attachments, an appropriate surcharge is added to cover extra time, expenses, postage, and handling of sending hard copies of files via Publisher's selected courier. Author understands the balance will be due to Publisher when Author submits the Work to the printer.

**FAST TRACK CHARGES:** Author may choose to pay an additional fast track charge of \$2 per page to expedite turnaround time, in which case Author will be required to sign an additional FAST TRACK CONTRACT.

**TERM AND TERMINATION:** The license to copy edit the Work shall extend for the time set forth in the timeline (attachment A). This license shall automatically if neither party delivers thirty (30) day written notice of its intent to terminate this Agreement. Either party may terminate this Agreement upon thirty (30) day advance, written notice. After initial 12 months if the Work is not published, an annual maintenance fee will be charged to keep files active. Author may enter into another publishing agreement for this Work at any time. Revealed Word reserves the right to cancel and/or terminate this agreement, at Publisher's sole option and refund Author funds paid by Author. Revealed Word shall not, however, refund any portion of the submission fee if Author cancels this Agreement or enters into another agreement for this Work.

**AUTHOR WARRANTIES & INDEMNITY:** Author warrants and guarantees that the Work: (1) is an original creation that in no way violates any copyright belonging to another party; (2) contains nothing of a libelous or scandalous character; (3) does not violate privacy rights; (4) and is otherwise lawful. Author agrees to indemnify and hold harmless Publisher from all lawsuits, claims, proceedings, and the like, and to pay all expenses on at least a monthly basis, including attorney's fees, incurred by Publisher, based on any claim asserted against it because of the author's violation of any of the warrants and guarantees listed above.

**DISPUTE RESOLUTION:** Disputes between Author and Publisher shall be arbitrated under the rules of the American Arbitration Association, applying the laws of the State of Illinois, in the forum of Cook County. If the parties mutually agree, the matter may be submitted to mediation or arbitration in the Christian Legal Society, or other Christian conciliation and dispute resolution entity. Any arbitration ruling rendered as a result of such process shall be enforceable in the courts of the United States, or of any State, to the same extent as would be an arbitration award rendered in accordance with the rules of the American Arbitration Association.

**ORAL MODIFICATIONS & NOTICES:** This Agreement supersedes other oral or written agreements, and cannot be modified except by written agreement of Publisher and Author. All notices shall be made in writing, and delivered by certified mail, United States Postal Service.

**PUBLICATION AND DISTRIBUTION:** Publisher intends to edit the Work, and make it available for print and distribution via \_\_\_\_\_, within time agreed to by Author and Publisher after receipt of all materials relating to the Work. However, Author acknowledges that the edit process may be delayed due to circumstances beyond Publisher's control. (If Author is unable to receive proofs via e-mail, turnaround time is increased by at least 1 week, and other factors may create delay.)

**EDITORIAL SERVICES:** Author agrees that Publisher assumes the responsibility for editing and proofreading the Work. Author understands that editing will be proofing for minor typos and errors in the text and on the cover. Author understands it is difficult if not impossible to reach absolute perfection in proofreading. Author will be given a final review after editing and proofreading is complete and acknowledges that the proofread has been performed to a reasonable, commercial standard. The text "a division of Revealed Word Publishing" or any other wording identifying Revealed Word will not be displayed on any title.

**PUBLISHER'S RIGHTS:** Publisher maintains high standards and is theologically conservative. Publisher reserves the absolute right to refuse to continue to work on any manuscript if Publisher, in its sole discretion, determines that it contains objectionable material. Publisher allows Author a negotiable point of view. Objectionable (nonnegotiable) material includes, but is not limited to, the following: (a) Unbiblical theology (b) Challenges to the deity of Jesus Christ (c) Offensive language (d) Indecent scenes (e) Suggestive dialogue. Determination of objectionable material shall be within the sole discretion of the Publisher; however, Publisher shall provide Author with a summary of objectionable material and the reason(s) the Publisher finds it objectionable, and allow Author to modify, if possible.

**TEXT FORMAT:** Author acknowledges that Publisher cannot guarantee that it will perform special or unusual formatting requests. Author also acknowledges that Publisher cannot create an index for the Work. Publisher cannot accommodate footnotes, only endnotes at the end of chapters or the end of the book.

**PROBLEM FILES:** Publisher allows 15 minutes to access your submitted electronic files (including manuscripts and graphics) and disks (including floppy or Zip disks). If your files do not open as expected, your job will be placed on hold, and we will contact you regarding the problem and how you wish to proceed. Due to the varied nature of electronic files, Publisher cannot guarantee that your files will open or transfer correctly. Upon your consent, extra time spent troubleshooting and attempting to output your file will be charged at the prevailing hourly rate in 1 hour increments.

**DAMAGE OR LOSS OF MATERIALS:** Publisher shall care for and return any disks, manuscripts, or files within 30 days of completion of project, if a self-addressed, stamped envelope is provided by Author, but is not responsible for damage or loss

**PUBLISHER CODE OF ETHICS:** Publisher stands for uncompromising integrity and the highest ethical conduct. Publisher will not discuss or disclose the Work outside of Revealed Word Publishing and \_\_\_\_\_ unless properly authorized by Author to do so. Publisher acknowledges the Work is copy written and will not in any form reproduce any part of the Work without written permission in writing from the Author.

**IN WITNESS HEREOF,** the Parties have executed this Agreement on the respective dates stated in Exhibit A (email signature attachment).

**AUTHOR**

**REVEALED WORD PUBLISHING**

\_\_\_\_\_  
Author Signature

\_\_\_\_\_  
Editor Signature

\_\_\_\_\_  
Author Name (Printed)

Vendetta Blowe  
\_\_\_\_\_  
Editor Name (Printed)

\_\_\_\_\_  
Date

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Date