

*Trimaxx GPS – Editorial Service Agreement*

**All Submissions are to be made in 2 formats:** Printed and mailed to our Proofreader. And **after** your manuscript is approved, an Electronic Submission on a Word Processing Program or Text Editor. Acceptable programs are: ***(Windows XP Format Compatible)***

Microsoft Office Word v. 97-2003 and v.2007, Plain Text, .rtf, Works v. 6.0-9.0, or OpenOffice™

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**Cover Letter:**

Full Legal Name; Pseudonym (if using one); Full Address; Email Address; Phone Number (incl. area code) & Time Zone. Title; Page Count; Word Count.

**Republishing a book?** Previous Publisher (name, address, phone#, email address), ISBN#. And copy of Author Contract from previous Publisher. (We must have legal proof that your previous contract has been satisfied or is no longer valid)

**Manuscript Approval Format**

**Manuscript Body:**

*(Manuscript may be Single-spaced, Double-spaced between paragraphs)*

**Font:** Times New Roman      **Font size:** 12

**Page Layout:**

**Header/Footer:** 0.5   **Margins:** Page Size: 8.5 x 11.0

**Short Stories, Poetry, Novels:** Please include index

**Non-Fiction:** Please include index, (if applicable) proper citations on Reference/Bibliography pages. If you need an MLA reference sheet, please send an email to [GPS@Trimaxxpublishers.com](mailto:GPS@Trimaxxpublishers.com)

*\*For Electronic Submissions: Please **do not** make documents Read Only, mark as Final, or use Encryption.*

## **Proofreading & Basic Copy Editing Services:**

Included in all packages will be Proofreading and Basic Copy Editing. So if your manuscript is fairly polished and well structured, all that will need to be corrected by our Proofreader are simple errors of spelling, capitalization, punctuation and grammar, your manuscript will benefit from changes to unclear wording, awkward sentence construction, or unnecessary repetition.

In every case we aim for clarity for the reader, while maintaining the integrity of your original expression and unique writing voice.

Printed manuscripts for submission approval are not returned, they are filed with Trimaxx Publishers as original copies. All copies mailed, if asked to resubmit, will also be kept on file.

## **Intermediate Copy Editing Services:**

Poor sentence construction is cleaned up, and larger blocks of text are reorganized and rewritten where necessary. If content is not fleshed out and needs to be, you will receive an email or phone call from our Sr. Editor explaining what needs to be done and you will then re-submit your manuscript by email. This service is included in all GPS Packages.

## **Advanced Professional Editing (Heavy Edit)**

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## **Authors Editorial Agreement:**

***Please copy/Paste the following statement & chosen validation code on your Cover Letter:***

The author agrees that any changes to the manuscript are necessary and they will be discussed with the author before the manuscript is finalized for Design and Print Production.

I understand and **agree** to the Editorial Services & Statement: **1-A009E**

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