

Book Project Edit Request Form

Title of my book: _____

My name: _____

My contact information: _____

Due date/time: _____

Level of work I am requesting (check ONE):

- Evaluation** I need feedback. Please read through my manuscript and suggest new approaches and ideas for character and plot development.
- Stylistic edit** Please copy edit my work (see below), improve phrasing and organization, clarify meaning, and eliminate wordiness and jargon.
- Copy edit** I have finished revising my manuscript. Please find and correct any errors in consistency, grammar, spelling and punctuation.
- Proofread** All revisions have been completed, and my work has been copy edited and formatted. Please perform a final check before I send it to the printer.

My intended audience is:

- General
- Professional/specialized
- Young adult
- Children

Make changes using this markup method (does not apply to evaluations):

- Write changes directly on the hard copy I have provided (I have another copy)
- Print from the file I have provided and write changes directly on hard copy
- Insert/delete changes electronically using *Track Changes* in Microsoft Word
- Other: _____

Preferred spelling:

- Canadian English (colour, centre, instil, enrolment)
- American English (color, center, instill, enrollment)

I am providing a style sheet:

- yes
- no