

1. READ 2. COMPLETE 3. MAKE A COPY 4. MAIL OR EMAIL



ASA PUBLISHING CORPORATION
DEPARTMENT-BOOK PUBLISHING
1285 N. TELEGRAPH RD., #376
MONROE, MICHIGAN 48162
734.212.6563



WWW.ASAPUBLISHINGCORPORATION.COM

EDITING / PROOFREADING

- AUTHOR / WRITER'S APPROVAL FORM -

RECITALS

- I. **The Function and Performance of an Editor/Proofreader should be understood by all authors/writers** in the publishing industry. But, the author/writer must also know that in the field of editing and proofreading, **the author/writer should always have a second opinion from an associate/affiliate of their own** prior to providing an approval when the author/writer is unsure.
- II. **Under no circumstances shall any approval be given without a thorough check of the work performed.** If the author/writer approves the work of the manuscript by giving an approval on this form, this does not mean that the book is finished; it only means that a section (part) of a book is complete, called "Bookblocks".
- III. **The only time when a book is complete and ready for publication is when the author/writer provides an approval for publication;** meaning the book is ready to be shown to the public.
 - a. Note: This final stage is also approved and agreed with the author by the publisher, after editing/proofreading approval.
- IV. **And, according to the author/writer's publishing contract, if there is a request for a post revision by the author after an approval and the work has gone into publication,** the responsible party (*according to the publishing agreement*) has the obligation and responsibility to pay the post revision fee required.

EDITORIAL FUNCTION

- 1) **The author/writer is considered a "Client"** that ASA Publishing Corporation provides a rendered service to. The services that an editor/proofreader will be accomplishing are:
 - a) **Editing-** Checking for typographical errors; transposed letters, dropped endings, faulty word division, misplaced or forgotten apostrophes, and providing the author with changes or corrections that are needed only.
 - b) **Proofreading-** Checking for weak points, inconsistencies, punctuations, sentence structure, format, and providing the author with changes or corrections that are needed only.

- c) **Revisions-** Providing necessary changes during pre-publication. (Allowing the client to fully review the entire book and providing an approval; a written statement certifying that no additional changes are needed.) Again, it is suggested that a client should have a second opinion prior to approval, then should the client present that approval without post revising.
- d) **Important Memo:** Please be advised that in "All" of our publishing packages under *Your Legal Responsibility*, "The author also has a responsibility when making any requests, approvals, etc., and such alike, there must be a written documentation by mail or email." Any verbal communication by phone or in person is considered invalid, nor do we validate handshake agreements." This is a safeguard memo for your protection against receiving and making verbal changes without any written documentation. Not everything has to be documented down, use common sense to what is important.

EDITORIAL PERFORMANCE

- 2) **The Editor/Proofreader also provides an analysis;** an examination or an assessment of the manuscript/book in order to determine the workload, time it takes to complete the task, and to see if the manuscript is publish-worthy. Then reports any unforeseen findings to the publisher and client, including a deadline that the work product shall be completed prior to any actual editing and proofreading before pre-publication.
 - a) This assessment should be an automatic responsibility to see if the Editor/Proofreader (Subcontractor) can handle the task, as well as being able to accept the work provided and establish a professional relationship with the client, by being able to understand the writing style of that client without re-writing the client's manuscript, as well as also being able share any discoveries within the manuscript itself to the client.
 - b) Therefore, an assessment can also be a safety net for the subcontractor by being able to have that option to turn down the work after the subcontractor realizes that he/she/they cannot actually perform the task, and now without embarrassment or termination, can release the client back to the publisher without damage control.
- 3) **The initial formatting structure (*size and margins*) of the book itself should be created by the Publisher** prior to the editor/proofreader receiving the work product, including a book identification number. Under no circumstances shall anyone perform a task on any book without it receiving one. Then shall the Editor/Proofreader can perform any re-structuring in the interior of the book as needed.
- 4) **The Work Product Checklist is a tool and a guideline provided to the editor/publisher to perform the task.** This will enable an initial startup procedure on how to construct and build a "copy" pattern of all the work that was performed. This can also be a safety net as to why and the reason for any deadline not being met; i.e., it's like having a tracking record/report on file. This Work Product Checklist, when completed, goes to back into the client's folder and back to the publisher.

AUTHOR/WRITER APPROVAL

- 5) Now that YOU AS THE AUTHOR/WRITER UNDERSTAND FULLY which is in agreement with and in association to the publishing package that you have chosen, our subcontracting editor/proofreader[s] has performed the said above with quality and professionalism in the *function* and *performance* as your Editor/Proofreader, AND THAT YOU APPROVE THE EDITING/PROOFREADING PORTION OF YOUR MANUSCRIPT.
- 6)

BOOK IDENTIFICATION NUMBER OR TITLE _____

PRINT THE FIRST AND LAST NAME OF YOUR
EDITOR/PROOFREADER _____

PRINT YOUR ACTUAL FULL NAME ONLY _____

SIGNATURE _____

TODAY'S DATE OF APPROVAL _____

