## Agreement for thesis editing between Editor and Client

### Agreement/Quotation XX

[insert Quotation number and date]

This agreement for thesis editing is between:

Editor [insert name, business name, address, email address, contact number and ABN]

Client [insert student name, faculty/school, university, email address and contact number]

### Editorial services

The Editor agrees to provide the following services for the thesis titled [insert title, degree]:

* [insert services, which may refer to the *Guidelines* as below and/or Parts D and E of *Australian standards for editing practice* and*/*or any policy of the Client’s university]

The Editor agrees to provide copyediting services to achieve:

* clarity of expression and flow of the text (e.g. removing ambiguity, wordiness and needless repetition, and ensuring clear and logical connections between phrases, clauses, sentences, paragraphs and sections)
* correct use of grammar, spelling and punctuation
* appropriate use of idiom, style and tone
* appropriate use of technical and specialised terminology, including discipline-specific items, abbreviations and units of measurement
* consistency in the presentation of illustrations, diagrams and other display items.

The Editor agrees to provide proofreading services to ensure that all thesis elements are complete, consistent and correctly placed including checking as necessary:

* completeness of all parts of the thesis
* correct use of grammar, spelling and punctuation
* consistency in the use of language, style, terminology, numbers, symbols, shortened forms, capitalisation, italics and other mechanics of text
* consistency in the presentation of illustrations and tables
* consistency in the format and layout according to the specified style
* conformity of references and citations to the specified style [insert name of style, refer to reference guide, or refer to internal consistency].

The Editor will not provide the following services:

* [insert any services not specifically provided, which may refer to formatting and layout, equations, mathematical symbols, foreign languages, tables, figures, references, appendices and/or previously edited or published material such as papers]

### Price and payment

The total cost is $[XX], including 10 per cent GST OR GST is not charged. [insert as appropriate]

This cost is a firm quotation or estimate based on XX [insert basis for quote, e.g. draft file or word count or hourly rate].

Payment can be made by:

[insert details of preferred payment methods, e.g. direct transfer and details, cheque, credit card, Paypal, other arrangements such as university payment]

A deposit of [X] per cent is required to accept this agreement before the Editor starts work.

Part payments will be charged for the following stages:

[insert any payment stages]

Final payment is due within [X] days of the invoice date.

### Timeline

The Client will provide the file to the Editor to begin work on or before [insert date].

The Editor will edit and deliver the file to the Client on or before [insert date or within a time period of start date].

### Editor and Client responsibilities

The Client is responsible for providing a clean copy of the thesis and should inform the Editor of any university requirements or style guide that should be used.

The Client will provide the thesis in electronic form as a Word file [insert description of file e.g. 1 file or multiple files, Word or other software OR hard copy]

The Editor will edit the thesis in track changes [insert OR hard copy or pdf markup]. The Editor will take appropriate professional care but cannot guarantee that all errors are eliminated.

The Client is responsible for reviewing and checking all changes suggested by the Editor. Errors can be introduced when working in track changes. The agreement is for one round of editing only. [insert details if the agreement is for more than one round]

The Client is responsible for the integrity of their thesis, including meeting all their university’s requirements and guidelines.

### Editor credit

The Client agrees to acknowledge editing assistance at the appropriate point in the thesis, as indicated by university requirements.

Unless the university specifically requires that the editor be named, the Editor may choose not to be acknowledged by name. [insert Editor preference if any]

### Variation and termination

This agreement can be varied by written agreement by email by the Editor and Client.

This agreement can be terminated by the Editor or Client, with X days written notice.

Regardless of whether the Editor or Client terminates the agreement, the Client will pay the Editor for work done up to the termination date or X per cent of the total price [insert preferred approach, refer to any deposit]

### Jurisdiction

This agreement is based on laws in the state of XX. [insert state of Australia or country, especially if the Editor and Client are based in different states or countries]

### Acceptance of agreement and Supervisor approval

[insert/modify depending if email acceptance or paying deposit is sufficient]

Editor [insert date]

Client [insert date]

The Client is responsible for obtaining approval from their principal supervisor to use an Editor and for providing evidence of this approval to the Editor.