

## FAQ

### Advanced Editorial Services

#### **What are editorial services and why are they important?**

Traditional publishing houses have several editors working on each title. Xlibris offers a full range of editorial services so that self-published authors can take advantage of the improvements that an editor can make to a manuscript. Quality matters—to book agents, editors, booksellers and, most importantly, to the reader. If a book is good, a reader will tell a friend or colleague, and word-of-mouth, the best sales tool for any product, will begin.

#### **What will I receive when my editorial service is finished?**

Your edited manuscript. This copy of your manuscript will contain all the revisions made by your editor appearing as tracked changes and comments in the Microsoft Word document. Please note that you must have access to Microsoft Word in order to be able to see and respond to these revisions. If you need assistance with the tracked changes feature, you may contact our department at [editorial@Xlibris.com](mailto:editorial@Xlibris.com).

#### **How do I order editorial services?**

Your Editorial Assessment will determine which book editing service is right for your book. To order editorial services, please speak with your Publishing Consultant. If you have any questions about the different services we offer, your Publishing Consultant can help guide you through them.

#### **How much do editorial services cost?**

Editorial services fees are charged on a per-word basis. Most editors charge by the hour, leaving you dependent upon their work speed. Our fees are charged per word so you know exactly what you're getting into. By using Xlibris service providers, you know you're getting qualified book editors at affordable, industry-standard prices. There are no surprises.

#### **Why should I use Xlibris editorial service providers?**

Xlibris editorial service providers have extensive experience in book publishing, so you are eliminating the risk of using amateurs who can charge a fortune for bad services. Moreover, our in-house editors double-check the work done by our freelance staff to make sure it conforms to our high standards of editorial quality.

#### **May I purchase a lower-priced editorial service than is recommended? I don't want to spend that much money.**

At Xlibris, the author has complete editorial control over the manuscript, but sometimes a book is still in the draft stage and not ready for certain services. Moreover, as with most products and services, the rule "you get what you pay for" may apply. Purchasing a lower editorial service than what your Editorial Assessment recommends means that the editorial quality of your book will probably not be the best it can be.

#### **Are editorial services available with all of the Xlibris publishing packages?**

Some Xlibris publishing packages already include the basic Copyediting service. However, to get optimum advice on the best editorial service for your book, it is highly recommended that you get Editorial Assessment. Your Editorial Assessment will determine which editing service is right for your book. Editorial Assessment and Editorial Services are available as add-on services.

#### **What about my cover text?**

The editorial service you purchased does not include editing of the cover text, unless it is included in the manuscript itself. It must not be submitted as a separate document.