**Annex 1 to the agreement between VÚPP v. v. i. and Secrest Editing s. r. o.**

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Secrest Editing s. r. o.

Thomas Secrest, Editor

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15 February 2022

**Conditions of Editing Services**

**Introduction**

This document is a formal stipulation of the conditions associated with editing services provided by Secrest Editing s.r.o (henceforth Secrest Editing). In this stipulation of conditions, you will find definitions, as well as information on pricing, delivery timelines, payments, terms and conditions, and rights reserved. This stipulation of conditions does not oblige Secrest Editing to accept projects for editing; instead, it describes how accepted projects will be charged for editing services and the applicable delivery timelines.

Definitions

* **Project**: The term *project* refers to any file submitted for English editing to Secrest Editing. All projects must be submitted, by email, in *doc* or *docx* formats. PDF files are not accepted for editing.
* **Normal page**: The term *normal page* refers to pages used to calculate project costs.
* **Track changes**: Secrest Editing uses MS Word Track Changes to mark all changes to edited projects.

**English Editing Services**

Secrest Editing specializes in English editing services for projects requiring that the editor have expertise in biology, chemistry, nutrition, pharmacology, and medicine. On request, Secrest Editing will be glad to critique projects during the editing process in an effort to anticipate objections that might be raised during the peer review process.

**Pricing and Delivery Timelines**

Editing costs for projects will be determined based on the following:

* The number of normal pages (a normal page is defined as A4 page size with 2.5 cm margins, double spaced, font Times New Roman, 12 pt.)
  + A single partial normal page will be rounded to the nearest half page
  + Multiple partial normal pages will be summed and then rounded to the nearest half page
* Items excluded from project page counts are (i.e., they do not contribute to the final cost):
  + The title page
  + References/Literature in the form of a separate section
  + Figures
  + Tables
  + Resolution of comments and questions stemming from the original edits
* Timelines for project completion
  + 1–4 normal pages, allow 5 working days
  + 5–10 normal pages, allow 10 working days
  + 11–15 normal pages, allow 15 working days
  + > 16 normal pages, the timeline will be negotiated separately for each project
* Expedited editing
  + Requests for shorter timelines represent requests for expedited editing
  + Requests for expedited editing will be charged at 1.5 times the normal page rate
* Final project costs are calculated as follows:
  + Non-expedited editing = normal page count × 375 Kč/page
  + Expedited editing = normal page count × (375 Kč/page × 1.5)
* Rights reserved
  + If I think the final amount (based on the above calculations) is too high relative to the editing effort required, I reserve the right to charge less.

**Payment**

Final project costs will be invoiced (payable to Secrest Editing via bank transfer) with a due date 30 days after the invoice date. Invoicing will be done via PDF files and email delivery of the invoice to the client.

**Terms and Conditions**

1. Overdue Payments: If any invoiced amount is not received by the due date without a written waiver by Secrest Editing excusing late payment, Secrest Editing reserves the right to halt the provision of all services unless and until payment is received in full.
2. Secrest Editing reserves the right to withdraw this stipulation of conditions if not accepted by 15 February 2022.
3. Secrest Editing has the right to refuse any project for editing.
4. Secrest Editing shall not be held liable for any damages resulting from the use of Secrest Editing services unless Secrest Editing has acted or failed to act in knowing violation of the law or with intentional misconduct.
5. If accepted, Secrest Editing agrees not to change the terms of this stipulation of conditions for editing services for a period of 1 year starting on 15 February 2022 and ending on 15 February 2023.