



A Writer's Words, An Editor's Eye

Lillie Ammann, Writer & Editor

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Thank you for your interest in my services. If you would like to know more about my experience, review the attached resume and visit my Web site, [A Writer's Words, An Editor's Eye](http://www.lillieammann.com). Click on "What Others Say About Lillie" to read testimonials from a few of my clients.

On the next page, you will find general information about how I work on **writing and editing projects**. I am very flexible and will be happy to adapt to your needs.

Below are **services I offer for authors who wish to self-publish**. Authors may choose the combination of services that best meets their needs. You can learn more about self-publishing by reading my [Self-Publishing Primer](#).

- **Consultation**

- Evaluate the different forms of publishing to determine if self-publishing is the best for you.
- Review the steps and services required to write and publish a book.
- Compare using a subsidy publishing company to doing everything yourself.
- If you choose to use a company, compare the services and costs of various companies.
- If you choose to do it yourself, recommend vendors for various services.
- Advise on promotion, especially Web site and Internet marketing.
- Serve as a resource throughout the process to answer questions and assist in resolving problems.

- **Writing and Editing**

- Assist with writing the book using your knowledge and experience.
- Critique: Read the manuscript and submit a written report.
- Line Edit: Edit the manuscript for grammar, spelling, punctuation, and usage.
- Content Edit: Edit for readability, organization, structure, and content as well as grammar.
- Proofread: Proofread the manuscript at any stage of production – final draft to final printing.

- **Publishing**

- Evaluate the different forms of publishing to determine if self-publishing is the best for you.
- Review the steps and services required to write and publish a book.
- Perform a complete content edit of the manuscript.
- Obtain ISBNs and register copyright.
- Format the manuscript for publication.
- Negotiate and contract with a cover artist and book designer on your behalf.
- Proof the cover and completed layout.
- Negotiate and contract with a printer on your behalf. Create e-book formats.
- Advise on promotion, create a Web site, send advance reading copies to reviewers, and assist with distribution.
- Serve as a liaison among all parties involved in the publication, distribution, and promotion of the book to ensure production of a quality product within an established timeframe.



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- **For Writing Projects:**

- You can e-mail me with your needs and information or tell me where to find the information I need. Usually clients prefer to send something they already have written rather than trying to explain everything in an e-mail.
- If you prefer, we can visit by phone to discuss your needs and make sure I understand what you are looking for. Usually, we don't cover a lot of details in the phone call; you can provide more information in e-mail, a Web site, or other documents. If you prefer, we can discuss your needs in enough depth that I can create a draft based on our conversation.

- **For Editing Projects:**

- I will do a free sample edit (roughly five pages of a book-length manuscript) to make certain I understand the kind and amount of editing you want. In addition to the pages to edit, you also need to complete a brief questionnaire giving additional information about the manuscript and include a synopsis (for fiction) or chapter summary (for nonfiction).
- The sample should be comparable to the bulk of the project; if you have polished the first chapter over and over again but done only a first draft on later chapters, I need to see a sample from a later chapter.
- I will send you two files—an "edits" copy using Word's Track Changes with all the mark-ups showing so you can see every change I made and a clean copy with all the changes accepted so you can read the finished product without being distracted by the markups.
- Based on the time required for the sample edit, the length of the complete manuscript, and your answers to a few questions, I can give you an estimate of the total cost for the project.
- I will proofread the manuscript after the line and/or content editing is complete.

- **For Both Writing and Editing Projects:**

- I will create a draft to send to you for approval. On large projects, I send drafts of the work in increments to make sure I stay on track.
- You can respond to the draft by marking changes on the document itself (preferably using Word's Track Changes), sending me notes in an e-mail, or discussing by phone.
- I revise the draft and return to you; we repeat this as many times as needed to get the project to your satisfaction. (Sometimes there are no changes, and usually there are only a couple of rounds of edits.)
- After you are satisfied, I send you a file with the final copy.
- I can also make suggestions, such as a good way to approach a news release and the best place to submit for the best online distribution.

- **Payment:**

- My normal hourly rate is \$75, but on small jobs of less than 2 hours, the rate is \$100/hour (with a one-hour minimum). For large projects, I may negotiate a flat fee for the entire job.
- I require a deposit, usually two hours depending on the size of the job, and bill for each increment as I send you work for your approval (or as we negotiate for a project fee).
- Payment can be made by check or PayPal.

I am usually in my office in the late afternoons and evenings (Central time) and respond promptly to e-mails and phone calls. I look forward to hearing from you.

Lillie Ammann

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Email: lillie@lillieammann.com Web site: <http://www.lillieammann.com>

Resume

Summary of Qualifications

- Proficient in writing and editing for a wide variety of clients
- Demonstrated knowledge of vocabulary, grammar, style, and usage
- Outstanding computer and clerical skills
- Effective team player with skill in coordinating individual efforts into a cohesive whole
- Fast, efficient, flexible, and capable of working under tight deadlines
- Experienced in business management, with a strong customer service focus
- Exceptional organizational talent and excellent communication skills
- Strong commitment to excellence

Professional Experience

Writer, editor, business administrator, consultant, San Antonio, Texas 1996 to present

- Assist authors with self-publishing (consulting or handling all the details)
- Write books and articles for publication (See "Publications")
- Write articles, blogs, and books for individuals and organizations
- Proofread, edit, and critique manuscripts for writers; copyedit novels for publishers
- Create and maintain Web sites
- Write business correspondence and other documents (such as resumes, newsletters, brochures, manuals, proposals, and bulletins) for business and nonprofit clients as well as individuals
- Assist executives and entrepreneurs with administration and organization

Publisher and Editor-in-Chief, Our Mail Network LLC, San Antonio, Texas 2001 to present

- Start and manage publishing house, including marketing and promotion
- Develop writers' guidelines and policies
- Find, screen, and contract with writers and editors for specific projects
- Edit and format articles for online distribution
- Design and maintain Web site

President, Lillie's Interior Landscapes, Inc., San Antonio, Texas 1980-1996

- Established, managed, and built company to a client base of 300 businesses and annual revenues of a half million dollars
- Developed business plan and strategies, employee policies, and training program
- Hired, trained, and supervised up to 18 employees
- Designed interior landscapes and conducted sales and marketing; recognized as Charter Certified Interior Horticulturist (among the first 50 certifications)
- Acquired other plantscape companies and eventually sold to Tru-Green Chem-Lawn

Education

- **Bachelor of Arts Magna Cum Laude, major: sociology, minor: psychology** 1968
Southwestern University, Georgetown, Texas

Professional Memberships

- EPIC (Electronically Published Internet Connection) — Creator of EPIC New Voices Writing Competition for Middle and High School Students, Chair 2005—2007; Co-Coordinator for Ebook Extravaganza 2002
- National Association of Independent Writers and Editors
- San Antonio Writers Guild — past president and board member, creator of Web site, first Webmaster

Selected Honors and Awards

- *Who's Who in America, Millennium Edition* and numerous other *Who's Who* editions
- Nominated for Favorite Magazine/Ezine Editor in the 2001 Preditors & Editors Readers Poll; Awe-Struck Flash nominated for Favorite Nonfiction Magazine/Ezine

Computer Skills

- Word processing — MS Word, WordPerfect
- Desktop publishing — Adobe Acrobat, Adobe InDesign, Jasc Paint Shop Pro, MS Publisher
- Web design — Adobe Dreamweaver, MS FrontPage, WordPress
- Contact and database management — ACT, MS Access, MS Outlook
- Spreadsheet and presentation — MS Excel, MS PowerPoint
- Internet and Email — Eudora, Internet Explorer, Netscape, Outlook Express
- Other — Quicken, Winfax

Publications

Books and How-to-Guides Written:

- [*Dream or Destiny*](#), Leander, TX: GASLight Publishing, 2008. Romantic suspense novel
- [*Self-Publishing Primer*](#). Privately published online. 2007
- [*Preserving Memories: How to Write a Family History*](#), San Antonio: Our Mail Network, LLC, 2005
- [*Stroke of Luck*](#), Leander, TX: GASLight Publishing, 2004. (previously published — Dubuque: Awe-Struck E-Books, 1999) Romance novel
- [*What Do Traditional Anglicans Believe?*](#) San Antonio: Our Mail Network, LLC, 2003
- [*The Secrets of Fantastic Houseplants*](#), San Antonio: Our Mail Network, LLC, 2002
- [*How to Get Started in Network Marketing from Home*](#), Arlington, VA: Dream Jobs to Go/Intelletua.com, 2001. Nonfiction e-book (no longer available)
- [*Look Beyond Tomorrow: The Carola Spencer Story*](#), San Antonio: Lillie's Lovely Little Publishing Company, 1998. Nonfiction paperback
- [*Lillie's Lovely Little Gardening Book*](#), San Antonio: privately published, 1976. Indoor plant care booklet

Published Books Edited:

- [*Re-Deal: A Time-Travel Thriller*](#), Richard Turner. San Antonio, TX, Showdown Creations, Inc. 2009
- [*Some Monument to Last: Memoir of TV Journalist James Muñoz with Family Poems and Letters*](#), James Michael Doughty. San Antonio, TX: Doughty Enterprises, 2008
- [*God, Wood Smoke, and Spark Plugs*](#), Kenniston Lord. Lulu.com, 2008
- [*Uncle Big Bud*](#), James E. Williams. San Antonio, TX: HenryRetta, 2008
- [*On the Wings of the Wind: A Journey to Faith*](#), Patricia Eytcheson Taylor and James C. Taylor. Austin, TX: Langmarc Publishing, 2007
- [*As Shadows Fall: People of the Frozen Earth Book 2*](#), Grace Anne Schaefer. Leander, TX: GASLight Publishing, 2007
- [*The Last Boat Out: Memoirs of a Triumphant Vietnamese-American Family*](#), Truong Nhu Dinh and Tran Thi Truong Nga, translated by Truong Nhu Kenny and Ton-Nu Phuong-Thao. Leander, TX: GASLight Publishing, 2006 (EPPIE 2007 winner in General Nonfiction) (Out of print)
- [*Spring House: Book 1 in the Westward Sagas*](#), David Bowles. San Antonio, TX: Plum Creek Press, Inc., 2006 (2007 Indie Excellence Award Finalist, Historical Fiction)
- [*Wealth Untangled*](#), by Rob Turner. Salamander Bay, NSW, AUSTRALIA: Trober-X, 2004
- [*The New Day Dawns: People of the Frozen Earth Book 1*](#), Grace Anne Schaefer. Leander, TX: GASLight Publishing, 2004 (Finalist in the North Texas Book Festival Award in general trade book category)
- [*The Joy of Six*](#), Charlene Potterbaum. Otsego, MI: Page-Free Publishing, 2002
- 12 novels, Titles available upon request. Dubuque, IA: Awe-Struck E-Books, 2000-2001
- [*A Bouquet of Recipes from the Diocese of the Southwest, Anglican Church in America*](#), Audubon, IA: Jumbo Jack's Cookbooks, 1998

Newsletters Edited:

- [*The All Saints Epistle*](#). Monthly newsletter of All Saints Anglican Church, San Antonio, 1998-2008
- [*The Awe-Struck Flash*](#). Monthly Email newsletter of Awe-Struck E-Books, 2001-2002

Columns Written:

- "Letter from the President," [*The Final Draft*](#). Newsletter of the San Antonio Writer's Guild, 1999-2000
- "President's Message," [*The Love Letter*](#). Newsletter of the San Antonio Romance Authors, 1997-1998

Writing Samples and References Available Online

- [*A Writer's Words, An Editor's Eye*](#), blog and Web site (includes testimonials)
- [*Assorted Stories and Articles*](#)
- [*Finding the Information You Need — Research Tips for Your Family, Business, or Personal Pursuits*](#)