



Thank you for your interest in my editing 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.

- **The Price Quotation Process:**

- I will do a free sample edit (roughly five pages of a book-length manuscript) for two reasons:
 - ◆ To make certain I understand the kind and amount of editing you want, as well as to determine if I am knowledgeable about the genre of your writing.
 - ◆ To ensure that you are satisfied with the edits.
- In addition to the pages to edit, you also need to submit two other documents:
 - ◆ A brief questionnaire giving additional information about the manuscript.
 - ◆ A synopsis (for fiction) or chapter outline/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.
 - ◆ 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, your answers the questions, and the synopsis (or chapter outline), I can give you a quote for the cost and time to complete the project.
- Every edit includes at least three reads of the manuscript and the following kinds of edits (the first two are done simultaneously):
 - ◆ Copy/line/mechanical edit (correct grammar, punctuation, mechanics; verify facts and ensure consistency; clarify meaning and improve readability).
 - ◆ Content/structural/substantive edit (revise/move text for better flow; recommend the addition or deletion of material; re-organize and re-structure content for flow and clarity).
 - ◆ Proofreading (final review of entire manuscript after all changes have been made, including those made by other readers, if applicable).

- **The Editing Process:**
 - I will create a draft of each chapter (or other reasonable breakdown of the manuscript) to send to you for approval. As with the sample edit, you will receive both a marked-up copy and a clean copy.
 - You can respond to the draft by marking changes on the document (the clean copy) 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.
 - A read-aloud edit is optional, but encouraged because it is highly effective.
 - After you are satisfied, I send you a file with the final copy.

- **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 will quote a project fee.
 - 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.

- **Other Information:**
 - I maintain strict confidentiality of your information and your writing.
 - Another set of eyes is always beneficial. Usually I ask my associate Beverly Ellison to assist me, such as by performing one round of edits. Be assured, however, that I will be personally responsible for all aspects of your project.
 - 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

lillie@lillieammann.com

www.lillieammann.com

Other Services Available

- **Writing and Editing**
 - Assist with writing your book using your knowledge, experience, and/or story.
 - Critique: Read the manuscript and submit a written report.
- **Self-Publishing 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.
- **Self-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.
 - Write the back cover copy and author bio.
 - Solicit endorsements.
 - Obtain ISBNs and register copyright.
 - Format the manuscript for publication.
 - Negotiate and contract with a cover artist/designer on your behalf.
 - Proof the cover and completed layout.
 - Negotiate and contract with a printer on your behalf.
 - Create e-book formats and submit to distributors such as Smashwords and Amazon.com.
 - 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.
- **Promotion**
 - Create and send advance reading copies to reviewers to solicit reviews.
 - Write news release about book release.
 - Create Web site, including e-commerce functionality.
 - Design and produce other marketing materials.
 - Advise on promotional opportunities, contests, and directories/promotional Web sites.

Lillie Ammann

Phone: (210) 344-5554 Fax: (210) 344-1958

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 2009

- Started and managed publishing house, including marketing and promotion
- Developed writers' guidelines and policies
- Found, screened, and contracted with writers and editors for specific projects
- Edited and formatted articles for online distribution
- Designed and maintained 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 New Voices Writing Competition, Chair 2005—2007, Judge & Committee Member, 2008—present; Co-Coordinator for Ebook Extravaganza 2002
- National Association of Independent Writers and Editors
- Association of Independent Authors
- San Antonio Writers Guild — past president /board member, creator of Web site, first Webmaster

Selected Honors and Awards

- *Who's Who in America* 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, Atlantis, 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
- Accounting, spreadsheet, and presentation — Quicken, MS Excel, MS PowerPoint
- Internet and Email —Eudora, Firefox, Internet Explorer, Outlook Express

Publications

Books and How-to-Guides Written (*also designed the interior of the book; ** also created the cover and designed the interior):

- * [*Dream or Destiny*](#), GASLight Publishing, 2008. Romantic suspense novel
- ** [*Fern's Fancies*](#). Self-published, 2009. Romance novel
- * [*Stroke of Luck*](#). GASLight Publishing, 2004. (previously: Awe-Struck E-Books, 1999) Romance novel
- ** [*Preserving Memories: How to Write a Family History*](#). Self-published, 2010 (previously: Our Mail Network, LLC, 2005)
- ** [*What Do Traditional Anglicans Believe?*](#) All Saints Anglican Church, 2010 (previously: Our Mail Network, LLC, 2003)
- ** [*Finding the Information You Need: Research Tips for Your Family, Business, and Personal Pursuits*](#). Self-published, 2010 (previously: Our Mail Network, LLC, 2002)
- ** [*The Secrets of Fantastic Houseplants*](#). Self-published, 2010 (previously: Our Mail Network, LLC, 2002)
- ** [*Editing Primer*](#). Self-published online, 2009
- ** [*Self-Publishing Primer*](#). Self-published online, 2007
- [*How to Get Started in Network Marketing from Home*](#). Dream Jobs to Go/Intelletua.com, 2001. Nonfiction e-book (no longer available)
- [*Look Beyond Tomorrow: The Carola Spencer Story*](#). 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 (* also designed the interior of the book):

- * [*Message in a Word: Inspired Succinct Sermons Uniquely Expressed*](#). Margaret Blincoe. Message in a Word Enterprises, LLC, 2010.
- * [*Scamper With the Peanut Butter Feet*](#). Patricia Eytcheson Taylor. Catch-A-Winner Publishing, 2010
- [*Journal: Intimate Writings of a Relationship with God*](#). Aundrea Hernandez. One Ordinary Believer, 2009
- * [*Adam's Daughters; Book 2 in the Westward Sagas*](#), David Bowles. Plum Creek Press, Inc., 2009
- * [*Re-Deal: A Time-Travel Thriller*](#), Richard Turner. Showdown Creations, Inc. 2009
- * [*Some Monument to Last: Memoir of TV Journalist James Muñoz with Family Poems and Letters*](#), James Michael Doughty. Doughty Enterprises, 2008
- [*God, Wood Smoke, and Spark Plugs*](#), Kenniston Lord. Lulu.com, 2008
- [*Uncle Big Bud*](#), James E. Williams. 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. 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. GASLight Publishing, 2006 (EPPIE 2007 winner in General Nonfiction) (Out of print)
- [*Spring House: Book 1 in the Westward Sagas*](#), David Bowles. 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. GASLight Publishing, 2004 (Finalist in the North Texas Book Festival Award in general trade book category)
- [*The Joy of Six*](#), Charlene Potterbaum. Page-Free Publishing, 2002
- 12 novels, Titles available upon request. Awe-Struck E-Books, 2000-2001
- [*A Bouquet of Recipes from the Diocese of the Southwest, Anglican Church in America*](#). 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

Writing Samples and References Available Online

- [*A Writer's Words, An Editor's Eye*](#), blog and Web site (includes testimonials)