

Frequently Asked Questions

- ❖ Instead of submitting all my papers through the mail first, can I call the office and talk to a representative about my book?

Yes. We are happy to discuss your manuscript over the phone. You can also email us at: sirko47@hvc.rr.com

- ❖ If I send you ½ of the estimated fee, can I pay a little each month while JMS is editing my manuscript?

Yes. We are always willing to work with our clients.

- ❖ If I submit a check, money order, or charge card payment for ½ of the estimated fee, how much per month would I have to send?

We will take as little as \$100.00 per month. Please bear in mind that we will not be able to send the finished project to you until the entire fee is paid.

- ❖ Do you write and edit for business people?

Yes. We write and edit reports, brochures, business plans, proposals and bids, and anything else the client needs.

- ❖ How much contact do you have with your clients?

We keep in continuous contact with our clients. There are always questions that our authors have as the project goes forth. Our clients are important to us, and we are always willing to discuss any concerns they have.

- ❖ Do you provide any other services besides editing, writing, and indexing?

Yes. We can send you the forms for United States International copyright or send you the links for same. We recommend that you copyright your manuscript, whether there are mistakes or not, first before you have anyone read it. **JMS guarantees strict confidentiality, but you don't want others reading your manuscript before it is protected.**

We work very closely with a very competent graphic designer. We will put you in contact with him so that you can discuss the cover for your book. Should you wish to have him do the cover, an estimate will be sent to you.

We are willing to discuss any other concerns that you have regarding your manuscript and ultimately your book. Every project is unique, and it is hard to anticipate what questions may come up here. Please be assured that we will do everything we can to make your experience with JMS a happy one.

- ❖ How do you handle the research papers and essays for college students?

Firstly, we do not actually write college papers. JMS operates with a high degree of integrity, and we do not feel that writing college papers is appropriate. Students learn by doing; therefore, it is important that they write their own papers.

That being said, we do edit papers for college students. We will also tutor them as to how to write a better paper the next time around.

We can do the job long distance via the internet or in the office for local students.

JMS does not take last minute papers. We require at least two weeks to do the job. Most if not all college professors advise their students of the deadlines for their papers well in advance, so this should not be a problem.

All papers must be typed, double spaced, and paginated.

We do not do footnotes or the actual research for the papers. That is up to the student.

Once the paper is edited, we will either talk to the student by phone or have him/her come into the office. At this point, we will tutor the student on what was wrong with the paper and how each additional paper can be improved.

- ❖ Does JMS submit a finished electronic copy of the college paper for the student?

If the student submits an electronic copy over the internet, a JMS representative will correct the paper electronically. An electronic copy of the paper with the corrections will be submitted along with a copy of the completed and final version.

- ❖ Do JMS representatives do ghostwriting?

We have found that ghostwriting takes up an extremely large amount of time and is not cost effective; therefore, we have decided not to continue

to do it. It is more cost effective for us to edit the author's manuscript mistakes and all.

If a small portion of the manuscript need to be rewritten, that is not a problem. Very often a paragraph here and there needs organization, etc. We will do the ghostwriting for the short clips when needed, but we do not ghostwrite whole manuscripts.

❖ Can your clients contact you via web cam on the internet?

Yes. We have installed a web cam on one of our computers. It is not on all the time, so you would have to make an appointment. We would be very happy to meet you online and be able to talk face to face.