



Professional Editing & Statistics

PROFESSIONAL NURSE EDITORS & STATISTICIANS LLC
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PRONES LLC. EDITORIAL TASKS

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PRONES LLC. FREEDOM CONTRACT



This Agreement is between the scholar or investigator “client” and “Professional Nurse Editors & Statisticians LLC. [PRONES, LLC]”, operating in the State of Kentucky, of the United States. **By paying for a task to be performed by PRONES, LLC., you agree to the terms of this contract.**

The Parties agree as follows:

This Agreement will begin when a task is selected and paid for by the client. It will continue until terminated by either party or completed according to the terms.

The type of formatting, editing or work plan is identified by the client’s choice of tasks. Depending on the task, the work may include multiple drafts between the parties.

The work plan is as follows:

The client will initiate an initial consultation either via virtual meeting or phone call. The client will deliver the current manuscript draft and any template provided by the program, school or university for use in formatting the document during the initial consultation.

The client will specify any needs during the initial free consultation provided by PRONES, LLC. All correspondence should be sent to admin@pronesllc.com to ensure it is addressed timely.

PRONES, LLC. will deliver the completed product to the client by electronic method including a mark up of all revisions made to the draft within five business days. The editor will keep the client informed of additional work that is required or recommended and request the client’s approval for any additional work, associated expenses, and change in the project deadline.

The client and PRONES, LLC. agree that requests for additional work and renegotiated deadlines or fees will occur when submitted for payment.

This work plan requires that both the client and PRONES meet the agreed timeliness. PRONES, LLC. will return all documents within five business days. If needed sooner, then adjustments to the work plan may be required by

payment for rush commitment.

PRONES, LLC. will return a final draft and a mark up which includes all revisions made to the original document provided for formatting/editing. Digital files may become corrupted or erased with improper use, and storage media (e.g., DVDs) may degrade over time. It is the client's responsibility to ensure the safekeeping and stability of the files once PRONES, LLC. has released them to the client.

Fees/Rates are according to this task list and are based on the selection by the client after initial consultation. No refunds are provided for payments, but mitigation is available if needed. Mitigation may include an additional review, consultation with another editor or termination of the contract.

PRONES, LLC. provides online banking services to collect all fees. All fees must be received and final for the final draft to be returned to the client. All revisions are the exclusive property of the PRONES, LLC. until the client's account is paid in full. Once the client pays all fees due under this Agreement, all documents under this Agreement will transfer to the client.

Other Terms and Conditions

PRONES, LLC. is an independent contractor. Nothing in this Agreement will be understood to create a partnership, joint venture or co-venture, agency, or employment relationship between the client and PRONES, LLC.

The client may credit the individual editor for the work developed under this Agreement. Honoraria may be offered by the client for work considered optimal assistance.

Confidentiality and Non-Disclosure

The client will provide all information that has a direct bearing on the successful outcome of the project and will inform PRONES, LLC. in writing of any portion of the work or related information that is confidential. PRONES, LLC. will hold all work in confidence and not disclose the confidential information to any third party, except with the client's written consent or as required by law with prior notice to the client.

PRONES, LLC. will take all reasonable steps to safeguard and prevent the loss, destruction, or unauthorized access, use, or disclosure of the confidential information using a reasonable degree of care and no less than the

same degree of care used to protect the editor's own confidential information.

PRONES, LLC. will promptly return to the client or destroy, as directed by the client, confidential information and any other client property requested by the client at any time.

PRONES, LLC. will not make any unauthorized use of any of the client's trade secrets, confidential information, proprietary property, trademarks, or copyrighted materials.

Use of Copyrighted Work

PRONES, LLC. will endeavor to flag elements of a work that may require copyright permissions and, depending upon the terms specified in this agreement, may assist the client in obtaining the necessary permissions. However, unless otherwise specified in this agreement, the client accepts responsibility for complying with copyright laws and obtaining the necessary permission to use any elements of provided text, graphics, photos, music and song lyrics, designs, trademarks, or other created work to be included in the final product.

Warranties

PRONES, LLC involves a process of offering advice and suggestions to the client. While PRONES, LLC. will make every effort to identify and bring questionable material to the client's attention, it is not possible to guarantee error-free content particularly with the oversight of faculty, the program staff and the academic setting.

PRONES, LLC is limited to notifying the client of any suspected or unresolved issues within the edited work. The client is responsible for accepting (or rejecting) the editor's suggestions and resolving any issues identified by the editor (e.g., suspected plagiarism).

Rejecting or disliking the editor's suggestions is not a basis for refusing to pay the fees outlined in this Freedom Contract.

Indemnity and Liability

PRONES, LLC will comply with all applicable laws in the course of performing the services.

The client agrees to indemnify PRONES, LLC. from any and all claims or demands, including legal fees, that arise out of any alleged libel, copyright infringement, or other legal or contractual issues created by the client in writing,

revising, publishing, or otherwise using the work.

Failure to Perform: If PRONES, LLC. cannot perform the duties outlined in this agreement for reasons beyond the client's or editor's control, PRONES, LLC. will refund any pro-rated or unused amount paid by the client for services not delivered. The client will not have any further liability with respect to the agreement.

PRONES, LLC. will not be liable for any amount in excess of the fees due under the agreement. This limitation on liability also applies if information or materials are damaged or lost without fault on the part of PRONES, LLC.

Termination

This Agreement may be terminated by the client or PRONES, LLC with at least one day's notice. If the Agreement is terminated, no funds will be refunded. Any fees advanced will be credited against the amount due.

Notice

For the purposes of this Agreement, a business day means any weekday that is not a holiday or weekend.

Acceptance of the Freedom Contract

The client and PRONES, LLC. each confirm that they have the freedom to enter into this agreement and acknowledge that receipt of the funds for services are sufficient proof of accepting the terms of this agreement.

Payment:

For Paypal, the links can be clicked to pay. An account is not required, you can pay as a guest. Credit card fees are additional to the charges for services. Fees apply with Paypal.

To use Zelle select the service code below and add it to the text box for the reason for payment. No additional fees apply using Zelle.

ZELLE PAY: <https://www.zellepay.com> using our email address: admin@pronesllc.com

For contracted services, payment is required to initiate service. All contractual services are confirmed based on the PRONES, LLC Freedom Contract when paid. No signature required.

BASIC SERVICES



Single Services: Involves basic formatting to a provided template from a university or program or a formatting style e.g. APA 7th edition. Formatting can involve one chapter or an entire manuscript. A final formatted document is provided and a mark up showing all changes made to the original document.

Involves review and/or discussion of evidence and formatting of in-text parenthetical and non-parenthetical citations. Formatting can involve one chapter or an entire manuscript. A final formatted document is provided and a mark up showing all changes made to the original document.

<p>[000] <u>Initial Consultation:</u> Initial consultation on research or quality improvement problem, purpose, and clinical question, including recommended design, statistical analysis, and data management.</p>	<p>Free Introductory 30-minute Zoom or Phone Meeting with any Paid Service</p>
<p>[001] Consultation on research, quality improvement, methods, designs, and statistical approaches. Review your problem, purpose and PICOT. Practice your defense presentation.</p>	<p>100.00 per hour (one-hour minimum) (+ 3.50 if using Paypal)</p>
<p>[002] Quick Fix-Will format the Table of Contents, Headings and Appendices, and remove orphans and widows. Five business day turn around!</p>	<p>\$150.00 per manuscript (+ 5.25 if using Paypal)</p>
<p>[003] Quick Reference Review – Review in-text citations and reference list for inclusiveness, accuracy, and APA 7th edition style formatting. Five business day turn around!</p>	<p>\$150.00 per manuscript (+ 5.25 if using Paypal)</p>

<p>[004] Review of Literature or Single Chapter Review– (25 pages or less, usually Chapter 2 or Chapter 3) Review/Persuasion Paper: Consultation for introduction, review of literature, themes and subthemes. Includes report on the timeliness of references in the chapter or overall manuscript. If a specific template is desired, please provide the template for the chapter or paper. Five business day turn around!</p>	<p>275.00 per Chapter or Paper (+ 9.65 if using Paypal)</p>
<p>[005] Proposal Review- Basic Editing with Reference Review (Editing, Formatting & Reference Check up to 50 pages) – Writing assistance in organization and flow, including consistency throughout. Editing for grammar, spelling and tense, Formatting headings to Style. Check citations and references for style and accuracy. Five business day turn around!</p>	<p>450.00 per manuscript (+ 15.75 if using Paypal)</p>
<p>[006] Full Manuscript Review- Basic Editing with Reference Review (Editing, Formatting & Reference Check up to 100 pages) – Writing assistance in organization and flow, including consistency throughout. Editing for grammar, spelling and tense, Formatting headings to Style. Appendices, check citations and references for style and accuracy. Five business day turn around!</p>	<p>775.00 per manuscript (+25.00 if using Paypal)</p>
<p>[007] Large Manuscript Review- Basic Editing with Reference</p>	<p>875.00 per manuscript (+25.00 if</p>

Review (Editing, Formatting & Reference Check 100 – 150 pages) – Writing assistance in organization and flow, including consistency throughout. Editing for grammar, spelling and tense, Formatting headings to Style. Prepare appendices, and check citations and references for style and accuracy. Five business day turn around!	using Paypal)

STATISTICAL ASSISTANCE & CONSULTATION



Brief Description: Involves discussion and review of recommended statistical approach based on variables or outcomes measured. Discuss methods and designs anticipated in project or proposal. Using delimited data provided by the investigator, appropriate parametric or non-parametric statistical analyses are conducted. An output document with narrative, tables and figures according to APA or other template is provided.

[008] Basic Statistical Package –Data coding of raw data with statistical analysis for one independent and dependent or outcome variable. Provides tables and figures with brief narrative with consultation for the review of procedures. Five business day turn around!

Includes two 30 minute Procedure Reviews and Consultations.

Using Microsoft Excel File of Delimited Data (Required),

- **code all data for analyses, create an SPSS version 28 database,**
- **run appropriate statistical tests based on the Nature of the Project,**
- **create APA formatted tables and brief textual context of each table.**
- **Import into manuscript**
- **Follow up Consultation to review Results**

Includes One iteration.

Note: If a specific template is desired, please provide the

**600.00 per manuscript
(+21.00 if using Paypal)**

Time Commitment: 5 hours

template at set up.

[009] Multivariate Statistical Package –Data coding of raw data with statistical analysis for one or two independent or one or two dependent or outcome variables. Provides tables and figures with brief narrative with consultation for the review of procedures. Five business day turn around!

**750.00 per manuscript
(+25.00 if using Paypal)**

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[010] Multifactorial analyses involving two or more independent or two or more dependent variables. Provides tables and figures with brief narrative with consultation for the review of procedures. Five business day turn around!

**1000.00 per manuscript
(+25.00 if using Paypal)**

[011] Qualitative Analysis -Guidance with inductive or deductive qualitative analysis. Create an unstructured or predetermined approach using theory or existing evidence. Build categories in advance of their analysis. Map connections in the data to those specific categories. Includes Steps: 1. Collect Feedback for Qualitative Research. 2. Organize Your Research Recordings 3. Transcribe All the Interviews and Focus Group Recordings. Guide performance of identification of themes or alignment, bias, labeling, conceptualization, segmenting, hierarchy and results. Includes consultation for the review of procedures. Five business day turn around!

**1000.00 per manuscript
(+25.00 if using Paypal)**

Assistance with Interview Transcription
Guidance with inductive qualitative analysis.

- Thematic content analysis - The goal of thematic content analysis is to find common patterns across the data set.
- Narrative analysis- A narrative analysis involves making sense of your interview respondents' individual stories

Guidance with deductive qualitative analysis


- Create a structured or predetermined approach using theory or existing evidence.
- Build categories in advance of their analysis.
- Map connections in the data to those specific categories.

Includes Steps:

1. Collect Feedback for Qualitative Research
2. Organize Your Research Recordings
3. Transcribe All the Interviews and Focus Group Recordings
 - Read the transcripts
 - Make notes of your first impressions.
 - Identify or align to themes
 - Identify bias
 - Annotate the transcripts
 - Label relevant words, phrases, sentences, or sections with codes. These codes help identify important qualitative data types and patterns. Labels can be about actions, activities, concepts, differences, opinions, processes, or whatever you think is relevant. Annotations will help you organize your data for dissemination.
 - Conceptualize the data -Keep only the codes you deem

<p>relevant to your analysis.</p> <ul style="list-style-type: none"> • Segment the data • Analyze the segments for hierarchy • Align qualitative data with any quantitative data collected. • Write the results for review 	

WRITING COACH OR STATISTICS COACH INCLUSIVE SCHOLARLY REVISION

Brief Description: Involves extensive editing and formatting to a provided template from a university or program or a formatting style e.g. APA 7th edition. Includes content revision based on contracted requirements or reviewer recommendations occurring with first iteration. Formatting can involve one chapter or an entire manuscript. Iterations can include references and citation review. A final formatted document is provided and a mark up showing all changes made to the original document. 

[012] Writing Coach or Stats Coach with Reference Review: Iterative writing assistance, formatting paper and reference review according to specific style includes two full reviews. Includes two full iterations of the proposal or manuscript with consultation for the review of procedures. Or this package may include the performance of the basic statistical analysis [006 & 008] and one full review of the manuscript. Five business day turn around! The Writing Coach can be upgraded to the Mentor Package for unlimited

**\$1100.00 per manuscript
(+25.00 if using Paypal)**

**Upgrade to Mentor Package
(+1300.00)**

**Time Commitment:
12 - 24 hours**

service. Note: If a specific template is desired, please provide the template at set up.	

MENTORING PACKAGES FROM BEGINNING TO END	
<p>[020] Mentoring Packages for DNP projects, EdD, and Ph.D. Nursing Research, including statistical analysis and assistance with the write-up. Unlimited consultation, iterative review, position/stance, grammar, formatting paper and reference review according to specific style includes consultation from beginning to end. Includes all services for one calendar year from purchase. Updates and edits are available within five business days.</p>	<p>2250.00 per Doctoral Student/Investigator</p>
<p>¹ Other styles available, MLA, Chicago Style, Turabian</p>	

By paying for the service, consultation or package, you agree to the terms of this Freedom Contract.

PRONES, LLC.

Authorized 8/1/2022, Updated 2/1/2023