Professional Nurse Editors and & Statisticians LLC.

PROFESSIONAL NURSE EDITORS & STATISTICIANS LLC
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PRONES LLC. EDITORIAL TASKS

Contents

PRONES LLC. FREEDOM CONTRACT 1

BASIC SERVICES 5

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. 5

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. 5

STATISTICAL ASSISTANCE & CONSULTATION 9

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. 9

WRITING COACH OR STATISTICS COACH INCLUSIVE SCHOLARLY REVISION 12

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. 12

MENTORING PACKAGES FROM BEGINNING TO END 14

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. Full services will be delivered when the service is paid in full if making payments.

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. Otherwise, the document will be formatted to the investigator/scholar's desired format e.g., American Psychological Association (APA).

The client will specify any needs at the time of payment of the selected service or bundle. . 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 markup 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 result in additional fees and services be rendered 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 markup 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. If a client is making partial payments, full service may be limited until the balance is paid in full.

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, the client will not have any further liability with respect to the agreement. PRONES, LLC. does not issue refunds as our editorial assistance cannot be returned.

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 Credit Card or Debit Card, the links can be clicked to pay in the email sent to you. An account is not required, you can pay as a guest. Credit card fees are additional to the charges for services. 3 – 5% .

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 as our identification: 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.

[000] FREE Initial Consultation for writing concerns, formatting needs, or statistical approaches FREE (Zoom meeting or phone call – up to **30 minutes**). Here is a link to our booking calendar for setting up a free consultation. PRONES LLC Visit Booking Calendar All meetings are booked on Eastern Standard Time. Use our email address to send your current PICOT, clinical question, proposal or problem. We use this email for all correspondence. All Correspondence and Contact Email: admin@pronesllc.com Messages/Text: 352-469-1919 - Please contact us in the event of the need to cancel the meeting. **No Show/No Contact will be subject to a reschedule fee.**	**Free Introductory 30-minute Zoom or Phone Meeting** Reschedules for inability to attend/no show/no contact are subject to a 50.00 rebooking fee. We are so sorry for this inconvenience. Once this service is paid, it will redirect you to the Booking Page. Thank you Rebooking Fee

[001] Consultation on research, quality improvement, methods, designs, and statistical approaches. Review your problem, purpose and PICOT. Regroup on a new project or objective. Practice your defense presentation. Use the Booking Calendar or provide a date desired after paying for service. **OR** **PICOT Development-** Expert assistance with finding and supporting the clinical practice guideline or translational research to address clinical problems. Five business day turnaround!	**125.00 per hour (one-hour minimum) (130.00 via** Credit Card or Debit Card**)** **125.00 per hour (one-hour minimum) (130.00 via** Credit Card or Debit Card**)**
[002] Quick Format Fix-Will format the Table of Contents, Headings and Appendices, and remove orphans and widows. Five business day turnaround!	**195.00 per manuscript *** if using Zelle (Template or data must be provided) Credit Card or Debit Card **200.00 includes fees**
[003] Quick Reference Review – Review in-text citations and reference lists for inclusiveness, accuracy, and APA 7th edition style formatting. Five business day turnaround!	**195.00 per manuscript *** if using Zelle Credit Card or Debit Card **200.00 includes fees**

[004] Assignment Review, Article Formatting, Review of Literature Table 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. Or review strategic points and create a PICOT. References review 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 turnaround!	295.00 per Article, Chapter or Table **if using Zelle** **(310.00 if using** Credit Card or Debit Card**)**
[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!	**450.00 per manuscript (+ 15.75 if using** Credit Card or Debit Card**)**
[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! .	695.00 per manuscript **if using Zelle (725.00 if using** Credit Card or Debit Card**)**

007] Large Manuscript Review- Basic Editing with Reference Review (Editing, Formatting & Reference Check >100 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 turnaround! Template must be provided or text used.	007a 100 - 200 pages 1000.00 per manuscript if using Zelle Credit Card or Debit Card 1025.00 007b >200 pages 1200.00 per manuscript by Zelle Credit Card or Debit Card 1250.00

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 (STAT PAK) –Data coding of raw data with statistical analysis for one independent and up to two dependent variables or outcome variables. Provides tables and figures with brief narrative with a consultation for the review of the results. Five business day turn around! Includes one 30 minute ZOOM meeting to review the results. Using Microsoft Excel File of Delimited Data (Required), ● **code all data for analyses, create an SPSS version 29 database,** ● **run appropriate statistical tests based on the Nature of the Project,** ● **create APA formatted tables and brief textual context of each table.** ● **Assist with import into manuscript after review** ● **Follow up Consultation to review Results** **Includes One iteration of the Draft Manuscript to assist with imported results.**	700.00 per manuscript if using Zelle 725.00 00 if using Credit Card or Debit Card) Analysis of additional outcome/collection 150.00 **Time Commitment: 5 - 10 hours**

Note: If a specific template is desired, please provide the template at set up. ********** **[008a] Statistics Coach**: This package includes preparation and determination of the data to collect for statistical analysis, identification of the statistical tests to perform, assistance with creation of the database to collect data, preparation for coding of data and the performance of the basic statistical analysis. Includes two Zoom meetings with one meeting to plan for collection and coding of data. The other meeting is to review the statistical results after performance. Also includes one full iterative review of the manuscript after the statistical analysis. Five business day turnaround! The Stats Coach can be upgraded to the Mentor Package for unlimited service. Institutional Review Board Approval is required for final statistical analysis of data. ********** **[09] Multivariate Statistical Package –**Data coding of raw data with statistical analysis for one or two independent or more than two dependent or outcome variables. Provides tables and figures with brief narrative with consultation for the review of procedures. Five business day turn around! **Includes one 30 minute ZOOM meeting to review the results.** **Using Microsoft Excel File of Delimited Data (Required),** ● **code all data for analyses, create an SPSS version 29 database,**	$1100.00 per manuscript by Zelle Credit Card or Debit Card 1150.00 Upgrade to Mentor Package (+1300.00) **850.00 per manuscript** if using Zelle Credit Card or Debit Card **900.00 includes fees**

• **run appropriate statistical tests based on the Nature of the Project,** • **create APA formatted tables and brief textual context of each table.** • **Assist with import into manuscript after review** **Follow up Consultation to review Results**	
[10] 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!	**1500.00 per manuscript** **(1600.00 if using** Credit Card or Debit Card**)**
[11] 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! Assistance with Interview Transcription Guidance with inductive qualitative analysis.	**1500.00 per manuscript** **(1600.00 if using** Credit Card or Debit Card**)**

• 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 relevant to your analysis. • 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 markup showing all changes made to the original document.	
[012] Writing Coach or Stats Coach [08a]with Reference Review: Brief iterative writing assistance, formatting paper and reference review according to specific style includes two full iterative reviews. Includes two full iterations of the proposal or manuscript with one consultation via Zoom for the review of procedures or statistical results. This package may include the performance of the basic statistical analysis [006 & 008] in place of one review and include one full review of the manuscript. Five business day turnaround! The Writing Coach can be upgraded to the Mentor Package for unlimited service. Institutional Review Board Approval is required for final statistical analysis of data. **Note: If a specific template is desired, please provide the template at set up.** **PEER-REVIEWED ARTICLE SUPPORT** **[014] Draft Peer Review of Article for Submission** - Basic Editing with Reference Review (Editing, Formatting & Reference Check up to 15 pages) – Writing assistance in organization and flow, including	**Two Full Reviews** $1250.00 per manuscript by Zelle Credit Card or Debit Card 1295.00 **Time Commitment:** **24 - 48 hours each iteration** **$1250.00 per manuscript via Zelle** Credit Card or Debit Card **1295.00**

consistency throughout according to Journal Guidelines. Editing for grammar, spelling and tense, Formatting headings to Style. Appendices, check citations and references for style and accuracy. Five business day turnaround! **Options are payment for support as below or listing the editor and statistician as additional authors on the article.** No Charge if the Editor and Statistician are listed as additional authors on the submission.	

THREE PAK	
[018] Three Pak Review for DNP projects, EdD, and Ph.D. Nursing Research. Three full iterative reviews of the manuscript are performed. This service could provide a peer review with recommendations for the proposal and two reviews of the final manuscript including final formatting to template. This service can also be selected to have a statistical analysis performed and two full reviews. Includes one Zoom meeting to review procedures or review statistical results if using the Stat Pak. All reviews include edits on position/stance, grammar, formatting and references according to a specific style. Services is valid for one year. **Updates and edits are available within five business days.**	18a Three Full Reviews 1695.00 per manuscript by Zelle Credit Card or Debit Card 1750.00 18b Stat Pak and Two Full Reviews 1695.00 per manuscript by Zelle Credit Card or Debit Card 1750.00 **Time Commitment: 24 - 48 hours each iteration**

MENTORING PACKAGES FROM BEGINNING TO END	
[020] Mentoring Packages for DNP projects, EdD, and Ph.D. Nursing Research, including statistical analysis and assistance with the write-up. Unlimited consultation via email or messaging, iterative review of the academic manuscript, position/stance, grammar, formatting paper and reference review according to specific style includes unlimited writing assistance from beginning to end**.** **Includes two one hour Zoom meetings. Includes all services for one calendar year from purchase. Updates and edits are available within five business days unless rush fees applied.** **One Time Payments** • **2350.00 per Doctoral Student/Investigator** Paid by Zelle	**2350.00 per Doctoral Student/Investigator** Paid by Zelle **2440.00 per Doctoral Student/Investigator** Paid by Credit Card or Debit Card

• **2440.00 per Doctoral Student/Investigator** Paid by Credit Card or Debit Card ○ **Payment Plan 2550.00 via ZELLE ONLY 850.00 per month***	**Payment Plan 2550.00 via ZELLE ONLY 850.00 per month**
[020a] Mentor Plus Meetings **Mentor Package which includes six one hour Zoom meetings. Includes all services for one calendar year from purchase. Updates and edits are available within five business days unless rush fees applied.** • **2995.00 per Doctoral Student/Investigator** Paid by Zelle • **3100.00 per Doctoral Student/Investigator** Paid by Credit Card or Debit Card ○ **Payment Plan 3150.00 via ZELLE ONLY 1050.00 per month*** ***Full services may be limited until paid in full.**	**2995.00 per Doctoral Student/Investigator** Paid by Zelle **3100.00 per Doctoral Student/Investigator** Paid by Credit Card or Debit Card **Payment Plan 3150.00 via ZELLE ONLY 1050.00 per month***

Other styles available, MLA, Chicago Style, Turabian

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 Updated 6/10/2024, Reviewed 10/10/24, Updated 2.1.2025