**Agreement of Readers/Editors**

 We acknowledge receipt of your application as Reader/Editor for the President’s Fund for Creative Writing.

2. Please find below the rules and regulations for readers/editors:

1. You will form part of a pool of Readers/Editors and your services will be sought on a ‘’AS AND WHEN REQUIRED” basis.
2. The work submitted to you should be kept confidential and at no time should be revealed to any person.
3. You will be remunerated at the rate of Rs 20 per page for the reading and Rs 30 per page for editing exercise: 75% will be paid after completion of work assigned and the remaining 25 % will be paid after publication of the book.
4. The work submitted to you has to be returned within a specific time frame from the date of receipt.
5. You will have to abide by set deadlines strictly so as to avoid inconveniences.
6. Acceptation of the offer and agreement to the terms and conditions should be within one week after the date of issue of the offer.
7. The Reading/Editing work will have to be done in three phases:
8. **1st Reading**: To see if the work is fit to be published (Reasonable amount of pages, good style and language used, proper illustrations (if any), details for Cover and Back Cover provided.
9. Very Important Note: The Reading Exercise should stop here if the work is not fit to be published. A work of low level language and material is not apt to be read and published and hence we should not waste time and money over unnecessary reading.
10. **2nd Reading**: Underlining all grammatical and/or printing mistakes.
11. **Editing exercise**: Do the proper editing exercise (Paragraphs, chapters, page number etc.).
12. You cannot withdraw your services when you have already started working on a manuscript. You need to complete any work assigned to you within one month.
13. You should submit a statement that the manuscript has been:
14. Recommended;
15. Proof-read or
16. Edited; by you and sign same. You will need to liaise with the author if need be.
17. Your services can be terminated if ever the President’s Fund for Creative Writing’s criteria are not respected and if you are found guilty of breach of responsibility.

Date: ……………….. ……………………………………………………..… Name.

 …………………………………………………..……

 Signature

**Criteria – Readers and Editors**

To all Readers and Editors:

1. Kindly note that this work entails great sense of confidentiality and no author should be informed in any way whatsoever, either directly or indirectly about matters relating to the manuscript you have read, or you are reading.
2. It is only when the manuscript has reached an editor, that the respective editor gets the right to liaise with the author towards finalising the work.
3. Works with political background, political names or related in any way to politics should not be recommended by readers.
4. The work should be necessarily a creative one, falling under specific fiction categories such as novel, stories, poems or plays.
5. Non-fiction genres such as biographies, historical facts, autobiographies, essays on themes or dissertations should not be entertained as they go against the creative principle of the fund.
6. Readers/editors should show great sense of professionalism and the manuscripts in their possession should not be displayed in public or at work places.
7. Deadlines to return manuscripts should be respected at all costs, as it is a matter of great inconvenience for the President’s Fund’s staff to call readers/editors to do so.
8. Texts already read should be returned within 21 days after reception. Edited texts should come back to us, after liaising with the author, within a month after reception.
9. Readers/ Editors should make it a must to sign our book at the ministry, when taking a manuscript as well as when giving it back.
10. Kindly ensure that the language used in the manuscript is of good standard and that the author masters the respective language, thus giving the P.F.F.C.W. a sense of nobility and grace as these are the attributes of any literature.
11. A report should be sent after each exercise, duly dated and signed.
12. Use a red pen (no other colour) to underline, highlight mistakes or to write your comments, or whatever corrections needed.
13. Never allow yourself to add lines or paragraphs to the manuscript.
14. Always handle the manuscript well so that it is always neat and tidy when you give it back.

We rely as usual on your efficiency, competence, professionalism and sense of commitment in taking all our endeavours towards success.

Wishing you a great time in the world of Mauritian literature

Regards

Dr (Mrs) Anitah Aujayeb

Chairperson

PFFCW.

Ministry of Arts and Cultural Heritage

14/01/2021

**Contract with Readers/Editors**

**I, (Ms/ Mr / Mrs) ………………………………………………………………………………………………… ,**

**bearing National Identity Card No: ………………………………………… , certify that
I have read and understood the Rules and Regulations for Readers/Editors as well as the Criteria for Readers/Editors, and I am agreeable to provide my services as reader/editor for President’s Fund for Creative Writing.**

**Signature: ………………………………………**

**Date: ………………………………....................**