

SPECIMEN SPECIMEN SPECIMEN SPECIMEN SPECIMEN

AGREEMENT FOR ACADEMIC EDITING OF TEXTS INTENDED FOR PUBLICATION

We

Commissioning party:

Name

Position

Department

Address

E-mail

and

The Language Center of the University of Basel

Kornhausgasse 2

CH-4051 Basel

represented by name of editor

agree that the editor at the Language Center will return to the commissioning party an edited text.

Scope

The editing will cover: **SELECT AMONGST ALL LISTED OPTIONS BELOW AS APPROPRIATE. SEVERAL OPTIONS ARE POSSIBLE.**

1. Correct punctuation, spelling and grammar
2. Apt expressions (vocabulary and collocations)
3. Lucid style (revising awkward and wordy constructions)
4. Logical linking of sentences and phrases (connectors and arguments)
5. Overall structure of paragraphs and sections (appropriate positioning of information)

Format

The returned text(s) will be in: **SELECT AMONGST ALL LISTED OPTIONS BELOW AS APPROPRIATE. MORE THAN ONE OPTION IS POSSIBLE.**

1. Complete edited text with track changes only
2. Clean copy of edited text with all editorial traces removed
3. Final proofread after the author has accepted/rejected the editor's suggestions
4. Clean copy after final proofread by editor after you have accepted/rejected the editor's suggestions

Timelines

1. The commissioning party will send the **complete** text to the editor by **date**.
2. The editor will send the edited text to the commissioning party by **date**.
3. The commissioning party will send the amended text to the editor for a final proofread by **date** (if requested).
4. The editor will send the proofread text to the commissioning party by **date** (if final proofread requested).

If the commissioning party is unable to keep to the deadlines, the editor will have the option to withdraw from the commission or to return proofread texts after the above deadlines.

Consultation

The commissioning party will consult personally with the editor

After editing a sample

After editing the full text.

Fees and invoicing

The fee for all services (editing, final proofread, and consultation) is CHF 85 per hour based on 15-minute units (includes VAT). Invoices are payable within 30 days of receipt. Should you fail to submit a manuscript after signing an agreement, an administrative fee of CHF 100 will be charged.

Confidentiality

Our editors and the document managers who oversee the process have all signed a confidentiality agreement. They will discuss the language and content of a commission with no one besides the commissioning person(s) who are listed as contracting parties.

Disclaimer

Neither the Language Center nor the editors at the Language Center take responsibility for plagiarism committed by the authors.

Signatures

Place: _____

Place: _____

Date: _____

Date: _____

Signature: _____

Signature: _____

Director, Language Center