

## SPECIMEN SPECIMEN SPECIMEN SPECIMEN SPECIMEN

### AGREEMENT FOR PROOFREADING OF THESIS NOT INTENDED FOR PUBLICATION

We

Commissioning party:

Name

Address

E-mail

and

The Language Center of the University of Basel  
Kornhausgasse 2  
CH-4051 Basel

represented by name of proofreader

agree that the proofreader at the Language Center will return to the commissioning party a proofread text of specify number words, including references and footnotes.

#### Scope:

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

1. Correcting and ensuring consistency in spelling, punctuation, grammar and syntax.
2. Querying and changing misused words.
3. Suggesting ways of cutting very long sentences or dividing very long paragraphs.
4. Indicating where the text is unintelligible.
5. Noting errors in the punctuation and/or format of in-text quotes but not correcting them, unless it is a translation by the author (which should be stated), in which case the proofreader will make amendments.
6. Ensuring that the references adhere to the specific style (e.g. Harvard, APA, Chicago).
7. Specify additional aspects .....

#### Format

The returned text(s) will be in: **SELECT AMONGST ALL LISTED OPTIONS BELOW AS APPROPRIATE.**  
**SEVERAL OPTIONS ARE POSSIBLE.**

1. Complete proofread text with track changes
2. Clean copy of proofread full text with all proofreading traces removed
3. Clean copy following final proofread by proofreader after you have accepted/rejected the proofreader's suggestions.

### Timelines

1. The commissioning party will send the **complete** text to the proofreader by **date**.
2. The proofreader will send the proofread text to the commissioning party by **date**.
3. The commissioning party will send the amended text to the proofreader by **date** (amendments are made visible with highlighting or track changes).
4. The proofreader will send the proofread text to the commissioning party by **date**.

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

### Fees and invoicing

CHF 1.70 per hundred words or part thereof (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 proofreaders 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 proofreaders at the Language Center take responsibility for plagiarism committed by the author(s).

### Signatures

Place: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Director, Language Center