

Information sheet

Proofreading of theses not intended for publication

The Language Center at the University of Basel offers specialised academic proofreading of theses not intended for publication to all students of the University, ensuring that the English in your documents is idiomatic, correct and readable.

We take care of all linguistic details to ensure that your expressions are apt, your grammar is impeccable, and your reference style adheres to expectations.

Short turnaround times ensure that you receive texts swiftly: We will confirm within three business days whether we can proofread your text or not. If we can proofread it, we will return texts up to 6000 words within 7 business day. Timelines for longer texts will be established by mutual agreement.

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 will be charged.

[Submit a request for proofreading here](#)

Contact details

Tel.: +41 (0)61 260 12 33

proofreading-sprachenzentrum@unibas.ch

Four steps in the proofreading process

1. Submit a sample

Before commissioning the full text, submit an extract (300 – 500 words). We will assess it within three business days to ensure that we can deliver high quality work within the required period.



2. Sign an agreement

Sign an agreement with the Language Center in which the scope of the proofreading commission and timelines are mutually agreed upon.



3. We proofread your text

We proofread your text using track changes. In addition, you can request clean copy with all proofreading traces removed. We return the text to you to accept/reject our suggestions as you deem appropriate.



4. Receive a final proofread and certificate

To eliminate errors that slip in during the accept/reject phase, we offer one final proofread, without any additional charges, of the extracts that you have amended according to our suggestions. Upon request, we will also provide a certificate declaring that the document has been proofread at the Language Center.