

## Information sheet

### Proofreading of theses not intended for publication

**The Language Center of the University of Basel** offers this service to students of all disciplines who wish to have their English texts not intended for publication (e.g. seminar papers, Bachelor's or Master's theses) professionally proofread and who have their supervisor's or lecturer's consent to do so.

**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 of CHF 100.– will be charged.

[Submit a request for proofreading here](#)

#### **Contact details**

Tel.: +41 61 207 52 33

proofreading-sprachenzentrum@unibas.ch

## Five steps in the proofreading process

### 1. You submit a sample

Before commissioning the full text, you 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. You and your supervisor/lecturer sign an agreement

You sign an agreement with the Language Center in which the proofreading commission and timelines are mutually agreed upon. To ensure transparency, your supervisor/lecturer is required to sign the section in the agreement that outlines the exact scope of the proofreading.



### 3. We proofread your text

We proofread your text, using track changes, and return the text to you to accept/reject our suggestions as you deem appropriate.



### 4. We check sections under inquiry

We do one final check of those sections about which there were open questions in step three.



### 5. You receive a certificate to submit along with your work

At the end of the proofreading process, you receive a certificate stating the scope of the proofreading that has been conducted. Authors are expected to acknowledge that their text has been proofread and to submit the certificate to their supervisors/lecturers, along with their work.