



## Information sheet

# Editing of publications for researchers at the University of Basel

**The Language Center at the University of Basel** offers specialised academic editing in English to all affiliates of the University, allowing you to enhance your writing competence.

**We take care of all linguistic details** to ensure that your expressions are apt, your grammar is impeccable, your ideas are logically linked, and your style is lucid.

**Our experienced team assists you at any stage of the writing process**, including drafting, revising, responding to reviewers, and the final polish for resubmission.

**Short turnaround times ensure that you receive texts swiftly:** within 3 business days for up to 1500 words; within 7 business days for 1501 to 6000 words; longer than 6000 words, by agreement.

**We will edit a sample of your text** within 3 business days so that you are convinced of the quality of our work.

**We turn an editing commission into a learning opportunity that improves your writing competence.** In a personal meeting with the editor you can learn editing skills that will enhance your writing for the future.

**About presentations intended for oral delivery**, please contact us for further information.

### Fees and invoicing

CHF 85 per hour (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 editing here](#)

### Contact details

Tel.: +41 61 207 52 33

editing-sprachenzentrum@unibas.ch

## **A personalised path that ensures outstanding quality and improves your writing skills for the future**

### **1. Sample our skills: have a short extract edited**

Submit an extract (300 – 500 words) before commissioning the full text. We will assess it to ensure that we can deliver high quality work within the required period and will return a short edited sample within three business days. This sample will give you an impression of the quality of our service; it will also allow you to immediately address unforeseen issues that typically arise in editing. In our response, we will indicate how long it took to edit the sample, which will give you an impression of how long it may take to edit the full manuscript consisting of similar text.



### **2. Commission us: sign an agreement**

If you are satisfied, you can sign an agreement with the Language Center. View a sample agreement at the top of this page.



### **3. Consult with us: guide the process**

You have the option to consult with the editor in person to discuss special language requirements or issues arising from the sample edit. This will help the editor ensure that your text best expresses your style and intention.



### **4. Rely on us: we edit your text**

We edit your text using track changes. In addition, you can request clean copy with all editorial traces removed. We return the text to you to accept/reject our suggestions as you deem appropriate. You may close the procedure here. However, in our experience, two further steps greatly enhance the quality of submissions.



### **5. Learn for the future: consult with the editor**

After we have edited the full text, you have the option of booking a personal consultation with the editor. This extends your control to the last steps. Most importantly, the editor will explain the reasoning behind certain editorial principles that can help you improve your writing for the long term.



### **6. Quality control: request a final proofread**

To eliminate errors that slip in during the accept/reject phase, we advise you to submit your texts to us for a final proofread.