



Universität
Basel

Sprachenzentrum

Request for academic editing of a text for publication

Thank you for your request for academic editing! Please take a couple minutes to submit this form. It will help us streamline the administrative process and meet your editing needs.

Submission information

Is your text intended for publication?

- Yes
- No

Where? Please give the name of the publisher or journal if possible.

Would you like us to edit a sample (of about 300 words) before you submit the full text for editing? We will edit the sample free of charge and do our best to return it within two business days.

- Yes
- No

Contact information

Name _____

Title _____

University _____

Department _____

E-mail _____

Telephone number _____

Information on the text

Title of the text _____

Anticipated length of the text to be edited (in number of words) _____ words

When do you want the editing process to be complete? Please give the date. _____

In what format should we return the edited document?

- DOC file with track changes
- Clean DOC file with all editing traces removed
- PDF marked with the "Comments" function
- Clean PDF
- Other; specify (LATEX, slides, spreadsheet): _____

What variant of English should it adhere to?

- British English
- American English
- Other; specify: _____

What style guide should the text adhere to? If the publisher or journal has provided you with guidelines, please include them with this request form or indicate here where they can be found online.

Select improvements that should be made to the text (select all that apply).

- Correct punctuation, spelling, grammar
- Apt expressions (vocabulary and collocations)
- Lucid style (revising awkward and wordy constructions)
- Logical linking of sentences and phrases (connectors and links in arguments)
- Overall structure of paragraphs and sections (appropriate positioning of information)

Do you want us to check the citation apparatus (footnotes, bibliography, etc.) against the style guide? If yes, approximately how long is the citation apparatus in number of words?

No
Yes, numbers of words: _____

Are there any translations of source material (surveys, questionnaires, interviews, literature) that you want us to check against the original? If yes, approximately how long is the translated text?

No
Yes, numbers of words: _____

Billing information (Name, address, e-mail, phone number):

Will the bill be paid from a university account (Innenumsatz)?

Yes
No

Other requests or information

If you have any other requests or relevant information, please enter it here:

Please submit this request form along with the style sheet (if applicable) and the full text or sample to be edited to editing-sprachenzentrum@unibas.ch.

This editing request form
Style sheet
Sample
Full text

I have read and accept the terms and conditions in this document and the information sheet at <https://sprachenzentrum.unibas.ch/de/proofreading-editing/>

Yes No