

Request for proofreading of an assignment or thesis not intended for publication

Thank you for your request for proofreading! Please take three minutes to submit this form which will help the proofreader meet your needs. We will contact you within three business days to confirm whether we can proofread your text under the conditions you request.

1. Author's contact details

Author's title (Ms / Mr) _____
Family name _____
First name _____
Address _____
Email _____
Phone number _____

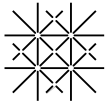
2. Supervisor's/lecturer's contact details and consent

Supervisor's/Lecturer's title _____
Supervisor's/Lecturer's name _____
Supervisor's/Lecturer's
department _____
Supervisor's/Lecturer's email _____

Have you and your supervisor/lecturer already agreed on the scope of the proofreading as in point 3 below?

- Yes, my supervisor/lecturer already agreed
- No, my supervisor/lecturer has not yet agreed

Before you submit your text for proofreading, you and your supervisor/lecturer both have to sign the agreement stipulating that she/he consents to the scope of the proofreading.



3. Scope of the proofreading

Select only those options you and your supervisor/lecturer want to include in the agreement.

The proofreader should:

- Query and correct language errors, namely spelling, punctuation, vocabulary, grammar and syntax.
- Highlight where the text is unintelligible.
- Suggest ways to cut/divide very long sentences/paragraphs.
- Indicate errors in in-text quotes but only correct them if they are a translation by the author.
- Ensure that the text and references adhere to the required style (e.g. Harvard, APA, Chicago).
- Specify additional aspects or restrictions on the above: _____

4. Language and style

Must the text adhere to a specific variant of English, or do you have any preference?

- British English
- American English
- Other – specify _____

What style guide (for example Harvard, APA, Chicago etc.) must be followed? If there is a specialist stylesheet, provide a link or email it to proofreading-sprachenzentrum@unibas.ch (see number 12 below).

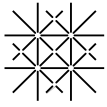
5. Length

How many words does your full text have, including references and footnotes? - Please note: should you want to exclude from proofreading any documents or any parts of any documents that you submit, you must explicitly state so and highlight the exclusions in red. Where there is no explicit exclusion, all submitted text will be proofread and charged accordingly.

6. Milestones and timelines in the proofreading cycle

The author acknowledges that proofreading is a time-consuming service and that if they fail to adhere to deadlines as below, they jeopardize the quality of the proofreading and the ability of the proofreader to return work on time. If the author does not keep to the deadlines, the proofreader will have the option to withdraw from the commission or to return proofread texts after the agreed-upon deadlines.

Authors are expected to adhere to the proofreading cycle (see milestones and timelines below). This



includes a final check by the proofreader of the relevant excerpts under inquiry after the author has accepted/rejected the proofreader's track-change suggestions. Upon completion of the cycle, the Language Center will issue a certificate stating the scope of the proofreading that has been completed as selected in 3 above.

What are you submitting?

- Only a sample (300-500 words)
- The full text

When should the proofread full text be returned to you?

- Within 7 business days for up to 6000 words
- Longer than 6000 words: by agreement

Schedule for the proofreading cycle (the cut-off points on all dates is 11:00am CET):

By when will you send the complete text to the proofreader?

By when would you like the proofreader to send the first version of the proofread text to you?

By when will you send the amended text to the proofreader for a final check?

By when would you like the proofreader to send the final checked proofread text to you?

7. Document format

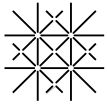
All the proofread documents will be returned to you with the track changes function.

8. Fees and invoicing

The fee for the proofreading is CHF 1.70 for 100 words or part thereof (includes VAT); invoices are payable within 30 days of receipt. Should you not submit any manuscript after signing an agreement, an administrative fee of CHF 100.- will be charged.

Who should the invoice be addressed to?

- As in number 1 above
- As below (Name, address, email, telephone number)



9. Confidentiality

Our proofreaders and the document manager who oversees the process have all signed a confidentiality agreement. They will discuss the language and content of a commission with no one besides the author who is listed as the contracting party.

10. Disclaimer

Neither the Language Center nor the proofreaders at the Language Center take responsibility for plagiarism or other scientific misconduct by the author.

11. Responsibility, acknowledgements and proofreading certificate

In all cases, responsibility for the final version of the text lies with the author.

Authors are expected to acknowledge that their text has been proofread by submitting to their supervisors/lecturers the certificate that declares the scope of the proofreading.

Where the author does not submit the text for a final check of relevant excerpts under inquiry, this limitation will be declared in the proofreading certificate.

12. Submit

I understand that I have to submit the following via email to proofreading-sprachenzentrum@unibas.ch:

- This proofreading request form
- Style sheet
- A sample for consideration (300-500 words)
- The full manuscript to be proofread

13. Special requests

If you have any special instructions, please enter them here.

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