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AGREEMENT FOR ACADEMIC EDITING

We

Commissioning party:

Name

Position

Department

Address

E-mail

and

The Language Center of the University of Basel

Totentanz 17

CH-4051 Basel

represented by name of editor

agree that the editor at the Language Center will: **SELECT AMONGST ALL LISTED OPTIONS BELOW AS APPROPRIATE**

Return to the commissioning party an edited text of specify number words by date.

The editor will make suggestions regarding

Correct punctuation, spelling and grammar

Apt expressions (vocabulary and collocations)

Lucid style (revising awkward and wordy constructions)

Logical linking of sentences and phrases (connectors)

Overall structure of paragraphs and sections (appropriate placing of information)

Specify additional aspects

The returned text(s) will be in

Track changes only

Track changes and clean copy

The commissioning party will send the text to the editor by date for a final proofread

The editor will return the proofread text by date.

The commissioning party will consult personally with the editor

After editing a sample

After editing the full text.

Fees and invoicing

CHF 85 per hour for editing and consultation based on 15-minute units (includes VAT).

Invoices are payable within 30 days of receipt.

Confidentiality

Our editors 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 commissioning person(s) who are listed as contracting parties.

Disclaimer

Neither the Language Center nor the editors at the Language Center take responsibility for plagiarism committed by the authors.

Signatures

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