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AGREEMENT FOR PROOFREADING OF THESIS OR STUDENT ESSAY NOT INTENDED FOR PUBLICATION

We

Commissioning party:

Name

Address line 1

Address line 2

E-Mail

and

The Language Center of the University of Basel

Totentanz 17

CH-4051 Basel

represented by name of proofreader

agree that the proofreader at the Language Center will return to the commissioning party a proofread text of **approximately number of words, including references and footnotes.**

Please note: should authors want to exclude from proofreading any documents or any parts of any documents that they submit, they should explicitly state so. Where there is no explicit exclusion, all submitted text will be proofread and charged accordingly.

Instructions to authors:

Your supervisor/lecturer must sign Section 1 to confirm that they consent to the scope of the suggestions that the proofreader may make.

You must submit Section 1 along with Section 2 to the Language Center. Section 2 adds additional details to the agreement between you and the Language Center. Your signature at the end of this agreement covers the scope of the proofreading in Section 1 and all the additional points in section 2.

Section 1**1. Scope and consent by supervisor/lecturer**

In concordance with the University's expectations of academic integrity and transparency, the author and their supervisor/lecturer consent to the Language Center of the University of Basel proofreading the text:

TITLE of TEXT.

The supervisor/lecturer and author agree that the proofreader will limit their suggestions on the author's writing to the following:

Query and correct errors in

- spelling
- punctuation
- vocabulary
- grammar
- 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:.....
.....

The Language Center will issue a certificate stating the scope of the proofreading that has been carried out as selected above. Authors are expected to acknowledge that their text has been proofread and to submit the certificate that declares the scope of the proofreading to their supervisors/lecturers.

Supervisor's/lecturer's title and name: _____

Supervisor's/lecturer's department: _____

Supervisor's/lecturer's email: _____

Signature of supervisor/lecturer: _____

Place: _____

Date: _____

Section 2

2. Format

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

3. Milestones and timelines in the full proofreading cycle

The author agrees to adhere to the full proofreading cycle. The author acknowledges that if they fail to adhere to the full process and deadlines as below, they jeopardize the quality of the proofreading and the ability of the proofreader to return work on time. 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. In all cases, responsibility for the final version of the text lies with the author. 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 deadlines below.

1. The commissioning party will send the full text to the proofreader by **DATE, 11h00 CET.**
2. The proofreader will send the first version of the proofread full text to the commissioning party by **DATE, 11h00 CET.**
3. The commissioning party will send the amended text to the proofreader for a final check of relevant extracts by **DATE, 11h00 CET.**
4. The proofreader will send the final checked proofread text to the commissioning party by **DATE, 11h00 CET.**

4. Fees and invoicing

CHF 1.70 per hundred words or part thereof submitted by the author (includes VAT). Invoices are payable within 30 days of receipt. Should an author fail to submit a manuscript after signing an agreement, an administrative fee of CHF 100.– will be charged.

5. Confidentiality

Our proofreaders and the document managers who oversee the process have all signed a confidentiality agreement. They will discuss the language and content of a commission with no one besides the authors who are listed as contracting parties.

6. Emergency contact

In an emergency (e.g. delays or breakdown in email), if you cannot reach the proofreader or anyone at the Language Center, send a SMS to Stephan Meyer: +0041 XX XXX XXXX to contact you.

7. Disclaimer

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

Signatures

Place: _____

Place: _____

Date: _____

Date: _____

Signature: _____

Signature: _____

Proofreading Service, Language Center

Author