

Request for proofreading and terms of agreement for student work not intended for publication

Title of the manuscript you want to be proofread:

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

Family name

First name

Address (Street, Number)

Postcode

City

Email

Phone number

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

Supervisor's/Lecturer's title

Supervisor's/Lecturer's family name

Supervisor's/Lecturer's first name

Supervisor's/Lecturer's
department

Supervisor's/Lecturer's email

Before you submit your text for proofreading, you and your supervisor/lecturer both have to sign the agreement stipulating that you both consent 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).

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).

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:

5. Length

- How many words does the full text that you want to have proofread have? If you also want references and footnotes to be proofread, include them in the word count.
- 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. Please note that the proofreading might alter the word count.

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 below.
- 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.
- What are you submitting?
 - Only a sample (800 – 1000 words)
 - The full text
- When should the proofread full text be returned to you?
 - Up to 6000 words: within seven business days
 - More than 6000 words: by agreement.

Schedule for the proofreading cycle (the cut-off points on all dates is 11:00 am 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 of relevant extracts?
- 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 1.90 for 100 words or part thereof submitted and designated by the author for proofreading (includes VAT). Should either the sample and/or the submitted manuscript require demanding proofreading, the fee will be (CHF 2.10/100 words). The author will be informed accordingly and must consent before the proofreading starts.
- Invoices are payable within 30 days of receipt. Should you not submit any manuscript after signing an agreement, an administrative fee of CHF 100.00 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 managers who oversee the process will discuss the language and content of a commission with no one besides the authors who are listed as contracting parties.

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

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. Special requests

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

13. Submit

This form and the website <https://sprachenzentrum.unibas.ch/en/proofreading-editing/proofreading/> serve as basis of the proofreading contract.

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

This request-for-proofreading-and-terms-of-agreement form

Style sheet where applicable

A sample for consideration (800 – 1000 words) in MS Word or

The full manuscript to be proofread in MS Word

I have read and accept the terms and conditions in this document and the website

<https://sprachenzentrum.unibas.ch/en/proofreading-editing/proofreading/>