

Catherine Doran Proofreading

Agreement for proofreading/editing academic work

<p>Name:</p> <p>WORK TITLE.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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Quote

The fee for editing the thesis, based on the sample you have sent me, is £xxx per 1000 words (which leads to an approximate total price of £xxx according to your estimated wordcount (note this may change depending on the actual wordcount that results). I will apply this to the word count of your work (or of each section of work you send me if we have agreed this mutually beforehand) and invoice for it accordingly. This is provided it does not fall in the 'urgent work' category, in which case prices alter (please see terms and conditions document).

This is subject to the following conditions:

- a) the sample is representative of the whole. I reserve the right to change the price quote if the full text varies significantly from the sample.
- b) I do not advise on content but restrict myself to making the meaning clear.
- c) I will need your confirmation that you have received authorisation from your supervisor to get such help as I provide. Ideally, your dissertation should contain an acknowledgement stating that it has been professionally edited (and by whom), especially if it is to be published.

Work carried out

I will carry out the work in MS Word, using 'Track Changes' and 'Comments' (I will explain how to use these features if necessary). This will be done fully in accordance with the proofreading policy and style sheet provided by your department/educational institution, should either be provided to me.

In summary, I will:

- a) make all obvious corrections to grammar, spelling, punctuation, capitalisation, footnotes and references, and either make changes or suggest changes where there is ambiguous or awkward phrasing;
- b) unless otherwise requested, use the Harvard reference system;
- c) highlight my queries, and list them on a separate query sheet and/or as comments in the text.

More details on the restrictions on work carried out are given in the table below.

Proofreading/editing activity	Checked and corrected by the editor	Highlighted by the editor for correction by the student (with guidance if requested)
Typographical errors	✓	
Spelling errors	✓	
Misaligned fonts, line lengths	✓	
Clumsy or missing paragraph breaks/pagination, where appropriate (initial paragraphing by author)	✓	✓
Incorrect grammar	✓	
Inconsistencies in language and abbreviations	✓	✓
Lack of clarity		✓
Repetition		✓
Poor logic flow (in text, not in argument)		✓

Adapted with permission from Trivalent Editing

It should be noted that proofreading and/or editing services are provided to improve the text of your thesis or dissertation; **responsibility for the accuracy and content of the final manuscript lies with you as the author and not with the proofreader/editor.**

Please note my work will not include:

- substantive editing (major rewriting of content)
- restructuring of content
- making comment on the validity of academic arguments
- checking accuracy of equations.

Practicalities

For contact purposes I will need your full postal address and telephone number (see below).

If your work has been provided as one text, then when the work is finished, I will provide an invoice for the full amount (unless you prefer separate invoices – this will only happen following mutual agreement). Final payment should be within one week of the completed job.

If your work is provided chapter by chapter (this will only happen following mutual agreement) then payment for each chapter is due on return of the proofread document.

Payment by direct bank transfer is appreciated.

Please note that after I have sent you the completed work, you may need several days to consider each proposed change and to deal with any queries arising; this is normal and is something you should schedule into your deadlines.

Please also note that I have also sent you my terms and conditions. Signing and returning this form indicates that you have accepted these terms and conditions.

If the above proposals are acceptable to you, please could you complete the details below and email or post them back to me. Thank you. I will then be in touch shortly so we can timetable your work.

Academic agreement form for proofreading

Name:

Address:

Telephone number:

Title of dissertation:

Approximate length:

Examining body:

Supervisor name:

Supervisor contact details:

Estimated date(s) sending material for proofing:

Estimated date(s) required for return of material:

Final deadline:

Other reminders:

Please be ready to arrange a meeting with me shortly to timetable your work.