



## Agreement for proofreading/editing academic work

<b>Name</b>
<b>THESIS TITLE</b>

D Battersby  
Tel: +44 (0)1723 371542  
Mob: 07534 596452  
dianne@editingeye.co.uk  
www.editingeye.co.uk

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### Quote

The fee for onscreen proofreading/editing the thesis/ dissertation, based on the sample you have sent me, is ... per 1000 words. For the ... words proposed, this equates to .... 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 2016, using 'Track Changes' and 'Comments' (I will explain how to use these features if necessary). 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;

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

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

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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.

### **Practicalities**

For contact purposes I will need your full postal address and telephone number (see below). Payment should be made half in advance. When the work is finished I will provide an invoice for the full amount (unless you prefer two separate invoices). Final payment should be within one week of the completed job. Payment by direct bank transfer is appreciated.

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

If the above proposals are acceptable to you, please could you complete the details below and email or post them back to me:

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: