**English Editing at the Department of Education**

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| Editor Name: | Editing time: | Contact: | Notes: |
| Dagmar Hedman | 10% | dagmar.hedman@edu.su.se | - Welcomes face-to-face meetings to discuss edits made to a document.- Edits are not made to anything within quotation marks.- Windows PC/Microsoft Office Professional Plus 2016  |
| Brendan Munhall | 10% | brendan.munhall@edu.su.se | - Welcomes face-to-face meetings to discuss edits made to a document.- Edits are not made to anything within quotation marks.Mac/Microsoft Word for Mac 2018 |

Copy and paste the form below into an email and send it to one of the editors. You will receive a response email within two (2) working days. Please read the information below to understand how the editing process works.

***English Language Proofreading Request***

* The main purpose is to correct: **language**, **grammar** and **punctuation**
* Editors will focus on the above aspects of the text, not rewriting. In the event of major revisions being required on an element of the text, some editors may choose to highlight these sections and provide feedback and comments to help the author make their own corrections to structure, coherence, etc.
* Editing takes place on a first-come-first-served basis and is subject to the availability of an editor. Priority is given to PhD students.
* Provide at least two (2) to three (3) weeks for feedback to be returned. It is possible to receive feedback earlier depending on queues. If you submit a document that requires last-minute editing, it is possible that it will not be reviewed in time.
* Editing is done via the Track Changes and Comments options within MS Word.
* Please submit documents that are in the final stages of writing and in need of language editing. Copy editing (formatting) is not done.
* Please avoid sending updated versions of the text once the editing process has begun.
* Specify if you would like the text within tables or figures to be reviewed.
* Style and content of referencing are usually not reviewed as part of the editing process.

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| **Name:** | **Position at the Department:** | **Requested return date/time:** |
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| **Document type:** | **Document length:** | **English style (e.g., UK English):** |
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|  |  |  |
| **Final draft:** | **Working draft:** | **Previously edited:** |
| YES NO | YES NO | YES NO |

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| **Notes to editor:** |
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