



SEYMOUR PROOFREADING

Proofreading, proof-editing and beta reading services

Agreement for proofreading academic work

Name
THESIS/DISSERTATION TITLE

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Quote

The fee for onscreen proofreading the thesis/dissertation, based on the sample you have sent me, is **£X per 1,000 words** (X pence per word). For the XX,XXX words proposed, this equates to £X. This is subject to the following conditions:

- the word count is exactly XX,XXX words. Whilst the rate per 1,000 words is fixed, the total fee due will vary depending on the actual word count.
- 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.
- I do not advise on content but restrict myself to making the meaning clear.
- I will need your confirmation that you have received authorisation from your supervisor to get such help as I provide. Ideally, your thesis/dissertation should contain an acknowledgement stating that it has been professionally proofread/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). In summary, I will:

- make all obvious corrections to grammar, spelling, punctuation and capitalisation, and either make changes or suggest changes where there is ambiguous or awkward phrasing;
- highlight my queries using 'Comments', and list them on a separate query sheet (usually in email format).

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

Proofreading/editing activity		Checked and corrected by the editor	May be highlighted by the editor for correction by the student
Level 1: Proofreading	Typographical errors	✓	
	Spelling errors	✓	
	Misaligned fonts, line lengths	✓	
Level 2: Minor editing	Incorrect grammar	✓	
	Clumsy or missing paragraph breaks/pagination, where appropriate	✓ *	✓
	Inconsistencies in language and abbreviations	✓ *	✓
	Lack of clarity		✓
Level 3: Stylistic/ structural editing	Repetition		✓
	Poor logic flow (in text, not in argument)		✓

Adapted with permission from Trivalent Editing

*This is not always included for students submitting work for assessment because no actual rewriting can be done by a proofreader on examined texts. However, I may raise specific queries for the student to address.

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

Practicalities

For invoicing purposes I will need your postal address (see below). Payment should be made half in advance, with the remaining half due on completion. When the work is finished I will provide an invoice for the full amount (unless you prefer two separate invoices). All quotes are in GBP and are to be paid by bank transfer (if you are UK based) or via Wise (if elsewhere) to my UK bank account.

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 them back to me:

Name:

Address:

Title of thesis/dissertation:

Approximate length:

Examining body:

Supervisor name:

Supervisor contact details:

Estimated date sending material for proofing:

Estimated date required for return of material:

Final deadline: