



Dot Your Eyes Editing and Proofreading, Derradda, Knock, Claremorris, Co. Mayo, F12 WK02  
Phone 087 6481078

Email [grainne@dotyoureyes.ie](mailto:grainne@dotyoureyes.ie); [grainne.treanor@hotmail.com](mailto:grainne.treanor@hotmail.com)

### **Agreement for proofreading of dissertations/papers submitted for assessment**

1 Dissertations/papers submitted for assessment should reflect the ability of candidates, including their ability to communicate their knowledge/research. It is therefore considered unethical to complete a heavy edit of such texts.

Having a dissertation/paper proofread, however, allows candidates to have a ‘second pair of eyes’ look over their work, spotting minor errors and inconsistencies in spelling, grammar, punctuation and style easily missed by authors themselves. Proofreading results in a more polished piece of work without unethical interference by an editor.

Gráinne Treanor, Dot Your Eyes Editing and Proofreading, will carry out proofreading only of any assignments that are to be submitted for academic assessment.

Clients must adhere to the rules of their educational institution regarding proofreading of papers.

2. To ensure prompt return of a manuscript and to allow for a thorough proofread, clients are asked to send their manuscript **ON THE DATE AGREED** with Gráinne Treanor. Late arrival of manuscripts means less time is available for proofreading or for final checks by both proofreader and client before submission for assessment.

Gráinne Treanor should be notified of any delays as soon as possible. She cannot guarantee that there will be space in her schedule for delayed manuscripts, and cannot allow delays by one client to affect her service to other clients. A rush fee of 20% will apply if a delayed manuscript requires significant weekend work to meet a deadline.

3. Manuscripts submitted for proofreading must be the final (pre-proofread) version of the paper. Papers still under review by a supervisor, who may request further changes, should not be sent for proofreading. Gráinne Treanor cannot guarantee that she will have time to proofread a newer version, and new word count fees will be applied to any new version (or part thereof) sent for proofreading.

4. Fees are charged per 1,000 words. A separate hourly rate may be applied if parts of a manuscript require more time than anticipated (e.g. poorly prepared references). This rate will be applied to the parts requiring extra time only.

5. Manuscripts should be submitted as Word documents. Gráinne Treanor will proofread text on screen using Track Changes and will send two final versions, one with changes showing and the other with changes accepted but comments/queries still visible.

6. Clients should leave adequate time between the agreed date of return of the proofread manuscript and their own submission deadline. A minimum of three days is advised. This will allow clients to address queries/comments raised during the proofread. Clients are advised to read through their manuscript themselves before final submission.

**Client agreement:**

I have read and agree to the above conditions.

Agreed date for sending of manuscript:

Agreed date for return of manuscript:

Client name:

Date: