



Dot Your Eyes
Editing and Proofreading
www.dotyoureyes.ie



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Agreement for proofreading of dissertations/papers submitted for assessment

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 undertake 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 therefore results in a more polished piece of work.

Please note that I rarely have space in my schedule for proofreading large manuscripts at short notice. You are therefore advised to book well in advance.

In the interests of upholding academic values, I will carry out BASIC PROOFREADING ONLY of any assignments that are to be submitted for academic assessment. Clients must adhere to the rules of their educational institution in regard to proofreading. All parts of the work, including main text, headings, captions, contents and references, should be formatted according to the style used by the institution BEFORE I receive the manuscript. Particular attention should be paid to requirements in

regard to in-text and end-of-work references, the format/style of which are the job of the candidate and not a proofreader (whose job it is to pick up minor errors only in these parts).

Clients who wish to have their work proofread should notify their supervisor and provide evidence to me that their supervisor approves of my proofreading the work. I will not take a booking without this evidence. Such evidence may be provided through email or telephone contact. It does not impose any obligation on the supervisor other than to state that they know I am carrying out a basic proofread and that they are satisfied with that.

To ensure prompt return of a manuscript and to allow for a thorough proofread, clients are asked to send their manuscript NO LATER THAN THE AGREED DATE. Late arrival of manuscripts means less time is available for proofreading or for final checks by both proofreader and client before submission for assessment. I should be notified of any delays as soon as possible and cannot guarantee that there will be space in my schedule for delayed manuscripts or for completion of jobs that are delayed. A rush fee of 20 per cent will apply if a delayed manuscript requires significant weekend work to meet a deadline.

Manuscripts submitted for proofreading must be the final and complete (pre-proofread) version. Work still under review by a supervisor, who may request further changes, should not be sent for proofreading. Any new version of work will be treated as a new application for proofreading and will be subject to schedule availability and a new fee.

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

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

Client agreement: I have read and agree to the above conditions.

Agreed date for delivery of manuscript: _____

Agreed date for return of manuscript: _____

Client name: _____

Client Signature: _____

Date: _____