

TERMS AND CONDITIONS

Scope of service

The service offered is the copy editing of an English language manuscript submitted by the customer. The editing includes:

Correct faulty spelling, grammar, and punctuation.
Ensure correct and consistent use of tense.
Ensure consistency in spelling, hyphenation, numerals, fonts and capitalization.
Fix incorrect word usage.
Modify text where meaning unclear and to improve readability.
Eliminate wordiness and inappropriate jargon.
Apply consistency to headings to achieve logical structure.
Letter to certify editing by a native English speaker.

The editing does not include correction of the technical content although suggestions might sometimes be made.

The editing process

Acceptance of a document for editing is entirely at our discretion.

All exchange of documents will be done electronically through email or down loading from a website. Both we and the customer agree to take precautions to guard against the files exchanged being infected by malware of any sort.

The file submitted for editing must be in Word format. The edited file with changes marked using the track change feature will be returned for you to check and consider any queries. Depending on the difficulty of editing, there could be one or more iterations where we ask for clarification of what you intended to convey until we reach a satisfactory product.

Responsibility for content

The customer retains copyright on any materials submitted for editing and, therefore, accepts responsibility for any issues that may arise from charges of copyright infringement, plagiarism or unauthorized use of text or graphics.

The customer is responsible for formatting the manuscript in the house of style of the journal to which it is submitted.

Cancellation

Once the quotation has been accepted and payment made the job cannot be cancelled and the fee will not be refunded.

Privacy

No information provided will not be given to any third party.

Disclaimer

We will endeavour to take all due care in the editing of your documents. However, the author is responsible for checking that no errors remain or have been introduced. In particular, that the intended scientific meaning has not been changed. Whilst editing will improve the manuscript in respect of the English, we cannot guarantee that the paper will be accepted for publication as the decision as regards its overall merit is the prerogative of the journal of your choice.

Formulae are assumed accurate and are not normally edited.