

# AIRIEditing

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## 1 The Services

AIRIEditing offers two main editing services: language editing and substantive editing. The editors may offer either or both services as specified in their description.

The editors can review any kind of written work (in English or Italian), including research papers, book chapters, theses, PhD dissertations, and posters. If not specified in their description, please confirm with the editors which documents he/she accepts and which language(s) he/she edits.

At the end of the revision, the editor will send two files: one with the tracked changes and comments, one with the edited final version. You keep full control over the final document so you decide whether to approve or reject any correction.

## 1.1 Language Editing

The language editing service entails correcting:

- Grammatical, syntax, spelling, and punctuation errors.
- Foreign language interference (e.g. false friends, coinages, errors of translation).
- Language errors.

If the document requires extensive corrections, the editor may make some minor stylistic modifications to improve readability; may point out layout, formatting, and referencing inconsistencies; and rephrase sentences that sound unnatural. Heavy language editing will be carried out only if agreed with the Client.

Language editing focuses on the sentence and paragraph levels, without considering the entire text or sections, and it does not involve interventions on the content or its structure.

**We recommend this service especially for** articles that have already been accepted for publication and need English language revisions or theses and dissertations (please read our policy on thesis editing 4.5).

## 1.2 Substantive Editing

The substantive editing service aims to streamline the publication process and improve the quality of the content.

The service entails:

- Editing of the language.
- Improving phrasing.
- Enhancing clarity and efficiency of the language.
- Improving coherence, organisation, and logic flow of the content.

- Ensuring all information in text, tables, figures, and bibliography is complete and clear.
- Providing feedback on how to refine the argumentation and the reporting.
- Suggesting the Client how to improve his/her writing skills.

**The substantive editing service is particularly recommended for:** research manuscripts prior to submission, grant applications, research proposals, response letter to reviewers. Please note that this service is not available for theses and dissertations.

## 2 Pricing

**The members of AIRIcerca always receive a 30% discount.**

Language editing service:

- Between €20 and 45 per hour **for AIRIcerca members.**
- Between €28.50 and 64 per hour **for non-members.**

The rate for each project is decided by the editor, and it will depend on his/her experience, quality of the original document, type and length of the project, and the Client's deadline. It is up to the editor to gauge how much intervention is needed after reading the document or an excerpt.

As a rough guide, an editor can correct a document that requires light language editing at a speed of around 2,000 words per hour. If the document needs heavy language editing with extensive corrections, the editor can revise up to 1,000 words per hour.

Substantive editing service:

- Between €50 and 75 per hour **for AIRIcerca members.**
- Between €71.50 and 107 per hour **for non-members.**

The hourly rate depends on the experience of the editor, quality of the original document, type and length of the project, and the Client's deadline.

### 3 How AIRIEditing works

1. Contact the editor you prefer through the AIRIeding web page.
2. Fill in the contact form and specify:
  - Type of service (language/substantive editing).
  - Type of document (dissertation, paper, letter, etc.).
  - File format. The editors can accept: .doc, .docx, .odt, .pdf, .tex.
  - Academic field.
  - Deadline.
  - Approximate length of the text.
  - The date on which you will submit the work for editing.
  - If you would like to send a paper, the journal you are planning to submit to.
  - British or American English.
3. You should get a reply within one business day. If the editor does not answer within two business days, we suggest you immediately contact another editor.
  - I If the editor can take the assignment on, he/she asks you to send a sample of the document (300-500 words long) or the manuscript's abstract. If you are sending an article, you must send the editor a link to the relevant author guidelines.
  - II If the editor cannot take any more work on, he/she will decline your request and may suggest contacting another editor of the AIRIeding team.
4. The editor assesses the sample and sends an initial cost estimate based on the approximate length of the document.

If you have asked for language editing but the text actually needs substantive editing, the editor can suggest switching service.
5. You and the editor decide whether to start the collaboration.
  - I If the editor agrees to take the assignment on and you accept the initial estimate, the editor will ask you to send the document to edit.

If you do not accept the first estimate, the editor may decide to offer a different level of editing for a lower price.

The editor assesses the document and sends you a written quotation, which includes: the overall price, details of the work, terms of payment, terms and conditions, schedule, method of editing, and expiry date.

The editing method depends on your preferences and document type. The most common methods are: ‘Track changes’ and ‘Comments’ functions in Microsoft Word, ‘Suggesting’ and ‘Add a comment’ in Google Docs, editing functions in LaTeX collaboration platforms.

II If the editor declines the job, he/she informs you within two business days of the receipt of the document and can suggest contacting another editor of the team.

6. You must send a written confirmation that you agree on the quoted price and the work that this involves.

7. The next steps depend on the editor’s terms of payment. Here are the possible scenarios:

I If the editor asks for payment before work commences, he/she issues an invoice and starts working only once the payment is received.

II If the editor requests an upfront payment, he/she issues an invoice for the deposit and starts working upon payment.

III If the editor decides to invoice after the job is complete, he/she starts working when you accept the quotation.

8. The editor delivers the work before or on the date agreed. The editor sends you two files: one with the tracked changes and comments, one with the edited final version. You will then approve or reject the editor’s corrections.

To achieve the best result, please remember that it is important that both you and the editor are available for questions and clarifications throughout the editing process.

## 4 Terms and Conditions

### 4.1 Payment terms

The terms of payment are defined by each editor and may vary on a case-by-case basis. The editor will state his/her terms when sending a quotation, an estimate or an invoice.

The editor can:

- I Ask for payment upfront.
- II Ask for partial payment upfront.
- III Invoice when the job is complete. The editor decides when the payment is expected (e.g. 30 days after the invoice is issued) and may add late payment fees.

Payments are accepted by bank transfer or via PayPal depending on the editor's preferences.

### 4.2 Terms of Use

These terms apply to any work done by the editor ('we', 'us', 'our', 'AIRIEediting') for the Client ('you', 'your').

1. The editor is not obligated to accept any work offered, and the Client is not under any obligation to offer the editor work.
2. Nature and content of our Clients' work are kept confidential and not made known to anyone without prior written permission.
3. The editor provides services only after details and costs have been agreed with the Client. The Client must send a written confirmation of acceptance of the price quotation, which includes schedule and details of the work, terms and conditions.
4. The Client pays a fee per hour for language and substantive editing unless a flat fee has been agreed with the editor.
5. Any delay in the acceptance of a quotation or estimate, payments, or delivery of any materials, documents and/or instructions needed to carry out the work may lead to the renegotiation of the fee and/or the deadline.

6. If the Client wants to change our arrangement or add anything new, we will provide a separate estimate and quote for that.
7. The fee must be paid by the Client in accordance with the terms of payment specified by the editor.
8. We deliver the work before or on the date agreed and for the price agreed.
9. If the editor delivers the work after the deadline, he/she will grant the Client a discount equivalent to the 2% of the quoted price for each day of delay, and he/she will send a new invoice upon completion of the work. If the Client has paid the full amount in advance, the editor will reimburse the owed discount.
10. In case of advance payment, the editor may refund the amount only in extreme circumstances, such as the total failure to complete the work. Refunds are at the sole discretion of the editor.
11. The editor carries out the work without supervision and by using his/her own equipment.
12. The editor can terminate a contract at any time because of any serious breach of these terms and conditions. Upon notice of termination, the Client would be required to pay the editor all sums due: In the event of early termination, the Client must refund a sum equivalent to the work done up to that point by the editor; in case the editor has already completed the work, the Client must pay the entire amount of the invoice plus late payment fees in accordance with the editor's payment terms.
13. If the Client breaches any of the terms, he/she will be held accountable for any expenses, liability, and financial losses incurred by the editor because of the breach.
14. The Client can terminate a contract at any time if the editor breaches these terms and conditions at no charge.
15. The Client can cancel the work at any time before work commences at no charge. Any advance payment will be refunded.
16. We retain the materials you submit to us and we submit to you for up to 6 months, unless agreed otherwise.

17. Both parties shall be released from their obligations if delays or failures are due to circumstances beyond both parties' reasonable control (such as natural disasters or serious illness).
18. AIRIEediting may change the prices on the website without previous notice. However, any fee previously agreed in writing with the Client will remain valid until the expiry date of the quotation or estimate.
19. We reserve the rights to change our terms and conditions without notice, therefore, we advise you to regularly check this document (latest update: 22/03/2019). If you use the service after such changes, you automatically agree to the new terms. If you do not accept any of the changes, you should stop using our services.

### **4.3 Intellectual Property Rights Policy**

Our Clients retain copyright, ownership, and control over all materials submitted to us.

Plagiarism and intellectual property infringement are serious offences. AIRIEediting is not liable for detecting or reporting plagiarised material. We prohibit our Clients from sending us material that infringes intellectual property rights; if we have any evidence that you are guilty of plagiarism, we will immediately cancel our service. If we notice minor plagiarisms in the text, we will point them out to you but we will not rephrase any plagiarised content.

### **4.4 Limitation of Liability**

We take no responsibility or liability for neither content nor use of any text we work on. The Client is responsible for the content and the use of any material we create for him/her.

By using our services, you agree that AIRIEediting will not for any reason or circumstance be liable to you or any other party for any direct, indirect, special or consequential damages, losses, or costs.

AIRIEediting provides thorough services and aims to deliver the best result, however, we cannot guarantee a completely error-free work, and the final responsibility for any error is yours. If you fail to communicate your requirements clearly, we are not responsible for any mistake or omission in our work.

We are not liable for any delay and failure to perform our obligations if we comply with the terms and conditions.



**With regard to editing services for students:** We have no control over your final mark and we cannot guarantee that our services will improve it; we are therefore not liable for a mark or grade that is lower than expected. We also strongly recommend you to check whether your University permits the use of editing and proofreading services and, if so, whether you should mention it in your work. Prior to submitting your thesis for editing, you should read our policy on thesis editing (4.5).

## 4.5 Policy on Thesis Editing

It is the student's responsibility to:

- Check if the University approves proofreading or editing of theses.
- Discuss with the supervisor(s) whether proofreading or editing is acceptable and appropriate.
- Pass on relevant departmental style guidance to the editor.

AIRIEditing will strictly follow the University guidance on editing of theses. If the University has not published any guidelines, here is our code of practice:

- We will take great care not to alter the meaning or content of the piece of work.
- We will not make final decisions on any changes. We will only suggest corrections to your text.
- The student has the final responsibility for the work submitted.
- We will never: rewrite sections, improve logic when faulty, significantly rearrange paragraphs, correct data.
- If we notice factual or calculation errors, we may highlight them and advise the student to check them with the supervisor(s).
- We will edit the work at completion stage only. We can also edit single chapters and provide separate invoices for each of them as long as the chapters are complete.
- Our interventions will be limited to correcting: typing, spelling, and punctuation mistakes; errors in grammar, vocabulary, syntax, and expressions; inconsistencies in

layout and formatting. We may give advice on how to improve the clarity of your text.

- If we notice that the bibliography is set out inaccurately or the referencing is consistently incorrect, we will advise on how to amend them.
- The student should mention our support in the acknowledgements of the thesis.