

# Soundproofs Freelance Proofreading

## Theses and dissertations – proofreading agreement

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**Prior to agreeing to accept this work**, the proofreader [Philippa May] will need:

- an assurance (preferably in writing) that permission has been sought – and obtained – by the client [you] for use of a proofreader (some universities do not allow the use of a professional proofreader)
- the name of your institution and supervisor
- a copy of your faculty/school guidelines (including referencing instructions), or a web address for where these may be found
- the level and category of award
- approximate submission date or a suggested timeline
- subject or title and word count (or page count) of your work
- your contact details: email address and telephone/mobile number

**The proofreader will:**

- correct typographical, spelling, punctuation and grammatical errors
- check consistency of content and style
- check that page numbers, table of contents, chapter titles, appendices, glossary and index match up
- offer suggestions to improve the flow, language, sense and logical order of the content
- highlight text and ask you for clarification if the meaning is not clear, but the proofreader will not change it without your agreement

**The proofreader will not:**

- check or amend content, i.e. that your facts are correct, although if it is a familiar subject area, the proofreader may highlight for your attention any obvious errors of fact
- correct references/bibliography: any references that appear to have been omitted, or be incorrect or inconsistent will be highlighted for you to correct or complete
- prepare your document for printing: you will need to apply the correct formatting for references, footnotes etc. as specified in your faculty/school guidelines

No **liability** will be accepted by the proofreader for errors of content.

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**Fees** for the work will vary depending on the level of intervention required, and on the following:

- complexity, technical content, number of tables and figures, references and bibliography
- native-/non-native English speaker
- quality of writing: if the material is straightforward, well-written and the document well-prepared, it will take less time to proofread and will therefore cost less

It would be helpful to have a sample (a few pages or a chapter) of the work in order to estimate more accurately the length of time that will be required to complete the job and therefore the estimated price. Early in the project the proofreader will let you know if it is likely to take longer, and therefore cost more, than initially estimated.

The **timeframe** for the proofreader commencing this work and expected completion date must be agreed in advance and adhered to, unless it is agreed after commencement of the work that further time will be required (as above, and in the **Payment** section below).

Good **communication** is essential: the client must agree to respond to the proofreader's queries, either by email or telephone, as promptly and clearly as possible to prevent delays in the schedule.

The **method of proofreading** can be the client's preference:

- a Word document using the track changes facility (it is essential that you save the original version of the document before any amendments were made, and also the version containing the suggestions and amendments before accepting/rejecting them so it is clear to you and your tutor what has been done)
- a PDF using the Adobe Reader DC commenting tools
- a hard copy version (paper) with the amendments scanned and emailed to you

**Payment** will be by BACS transfer or cheque. 25% of payment would be payable when 25% of the proofreading work has been completed: this will enable (1) the proofreader to provide feedback, and either confirm the agreed schedule and pricing or request a longer schedule and increased fees depending on the level of intervention required, and (2) the client to be sure that the work is satisfactory and meets the expected requirements. Either party can terminate the agreement at this stage. The remainder of the payment would be payable no more than 14 days after receipt of the completed work by the client. The Late Payment Act would be invoked in the event of late or non-payment, and steps would be taken to recover the fees from the university faculty.

If **plagiarism** is suspected, this would be pointed out to you immediately. If serious plagiarism is evident, the proofreader would be obliged to inform your academic tutor and/or faculty.