

## Terms and conditions

Before submitting your work for proofreading, I politely remind you that it is your responsibility to check your college or university policy regarding the levels of proofreading allowed. Some do not support the use of proofreaders, and those that do often have guidance you must follow. If you decide to use my proofreading services and your college or university has a set of guidance, please send me a link to it. I will work within its rules and according to the level of proofreading service you chose. This way you can be confident your work will be edited to a level accepted by your place of study.

Allowing yourself plenty of time to review the proofreading corrections and queries before final submission is reassuring, and so together we will agree a time and date when you will send me your work and when I will return it to you. Please be aware, if you send your work later than we have agreed, there may not be enough time to complete the proofread in the allotted timeframe. This will be clarified upon my receipt of your work.

Proofreading improves the quality of the written English in your document and makes it easier for the reader to remain focused on the academic content. I will complete all amendments as specified in your chosen level of proofreading service but cannot carry out substantial rewriting or restructuring, add additional content or make changes that could be considered plagiarism. Changes such as these would require an editor rather than a proofreader, and usually happen before a document is proofread.

You can be confident I will keep your work confidential, and your document will be deleted from my system once our arrangement (including payment) is complete. However, please note that I am obliged to respond to queries from your university or college, should any be made, about the extent of the edit undertaken.

Our arrangements will be clearly presented in an email that you will receive before you send your document for proofreading.

### Not included

As previously explained, I am unable to make changes that would prevent your work from being considered your own. As such, D. Trout Proofreading services do not include:

- Checking the accuracy of subject specific content.
- Significant rewriting of text.
- Amendment of incorrect use of subject specific vocabulary.
- Adding, removing, restructuring or reordering of content.
- Checking accuracy of calculations and formulas.
- Checking accuracy of references and citations against external sources.
- Adding missing information to your reference list.
- Creating and applying formatting guidelines for the whole document.
- Creation of contents lists, tables or reference lists.
- Checking for plagiarism.

**Please note, by using the services of D. Trout Proofreading, you are agreeing to the terms and conditions above.**

## Reservations

Before making a reservation, please read the following information.

- Please consider arranging your proofreading date in advance; I am often booked a few weeks ahead, meaning I cannot always offer a same day or same week service.
- My working times and days are 9 am to 5 pm, from Monday to Friday. Please consider this when choosing your dates.

## Payments

- Payments must be made in British pounds sterling (GBP) via UK bank transfer; details will be included on the invoice you receive.
- Money transfer services and international payments: If you choose to use the services of UK-based D. Trout Proofreading, and do not have access to a UK bank account, please ensure that the payment method you use does not incur transaction fees which reduce the earnings of the proofreader. The invoice must be paid in full and not be impacted by transaction fees. Thank you for your understanding with this.

## Revisions to your document

- If you would like me to review any of the changes I have made to your document, please contact me no later than 14 days after the return date, thank you.
- Revisions can only be made at the level of proofreading you originally requested.
- If you wish to have advanced level revisions made to a standard level document, an addition fee will be quoted.

## Cancellations

- If you need to cancel your booking, please let me know as soon as possible so that I may offer the date to another client and replace lost earnings.

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