Manuscript Scientific Editing Services

Deanship of Research

----------------------------------------------------------------------------------------------------------------------------------------

Agreement Form

## Requirements

1. Macmillan accepts manuscripts as Microsoft Word documents only
2. The submitting faculty member must have an Externally funded project
3. KFUPM requests a recent budget sheet indicating available money for editing
4. Editing process will only be initiated after the above 3 requirements are fulfilled

Deliverables

1. The developmental editing service pertains to Manuscripts in the fields of physical, life and medical science.
2. The Editing Services consist of three stages, typically involving at least five editors in total.
   * + 1. A preliminary Language Edit by at least two editors at Nature Publishing Group Language Editing.
       2. An in-depth developmental edit by a Developmental Editor at MSC Scientific Editing. The edits will include the promotion of a professional writing style; suggested improvements to structure, clarity, flow and relative emphasis of the arguments; presentation of figures, tables and supplementary information; and identification of sections that lack detail or are unnecessarily long. For each Manuscript MSC will produce a written report containing: constructive feedback and helpful advice; a section-by-section guide to the editing process; a discussion of the key issues; and discussion and suggestions of journals that may be suitable for submission.
       3. A final QA edit of the Manuscript and Manuscript Report by an MSC QA Editor with similar qualifications to the Developmental Editor, before return of the documents to KFUPM.
3. The Editing Services will only be applied to sections of the Manuscripts containing scientific text, The word count for each Manuscript will be determined based only on the editable sections.

## Fees & Delivery Time

|  |  |  |
| --- | --- | --- |
| **Calculated word count** | **Turnaround time** | **Fee per Manuscript** |
| Short (1500-3000 words) | 14 days | SR 6,687 |
| Regular (3001-6000 words) | 17 days | SR 9,659 |
| Long (6001-12000 words) | 20 days | SR 13,373 |

## Date & Sign by Faculty

I agree to the deliverables of this Agreement (which expresses the Licence Agreement and the details for Schedule for delivery and Cost).

Paper Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Name & ID & Project ID Date & Sign