GUIDELINES

KFUPM Manuscript Editing Services

1. Two types of Editing Services

We have agreed with Nature to provide us two types of editing services

* Language Editing (Edits from 4 Subject-Expert Nature Editors)
* Scientific Editing (includes language editing service + 6 Nature Editors)

1. What type of documents

NPG is capable of editing both grant proposals as well as scientific manuscripts for publication. In both cases, the editing service can be purely Language, or in-depth scientific editing. In this proposal we present various permutations of each.

1. File Format

The faculty and researchers can submit MS Word files only. If they wish to convert their document from pdf to word then please use a proper software that performs the conversion. Changing the extension from ‘.pdf’ to ‘.doc’ or vice versa, does not make a file conversion.

1. What is expected from the faculty

* The submitting faculty member must have an externally funded project
* KFUPM requests a recent budget sheet indicating available money for editing
* Signed Agreement form. Available by clicking the link below

[Scientific Editing](http://www.kfupm.edu.sa/deanships/dsr/en/Documents/Editing/Editing%20Services%20Agreement%20-%20Scientific.docx)  or [Language Editing](http://www.kfupm.edu.sa/deanships/dsr/en/Documents/Editing/Editing%20Services%20Agreement%20-%20Language.docx)

1. Number of Manuscripts per Project

You can submit a maximum of 3 manuscripts from each funded project given that the funded project has the required amount available in the publications budget head. If you do not have sufficient amount present in the publication budget head then you can transfer the amount from another budget head through a ‘Transfer of Budget’ request.

1. Auto Rejection of Manuscripts

Nature will perform a preliminary round of screening on all of our manuscripts to identify those manuscripts that fall outside of their area of expertise or if the fall below a certain quality threshold. These manuscripts will not be edited and they will be returned back.

1. How much Time and Money is required

For Language Editing



For Scientific Editing

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Regular** | | | |
| **Manuscript length** | Very short (≤1.5k words) | Short (1.5-3k) | Regular (3-6k words) | Long (6-12k) |
| **Price (GBP)** | £762.50 | £1,098.00 | £1,586.00 | £2,196.00 |
| **Turnaround time** | 10 | 14 | 17 | 20 |

1. What to Expect from Nature

* High-quality editing by native English-speaking editors
* Editors with a relevant scientific, technical or medical background that is matched to your area of research
* A further quality assessment of every edited paper by an experienced senior editor
* A transparent and easy-to-understand pricing scheme
* Your choice of Gold or Silver service
* Rapid turnaround and reliable delivery
* Secure payment and upload of manuscripts
* Discounts available on multiple orders and through a referral scheme
* Feedback to help you develop your writing skills

1. Press Releases

NPG is capable of creating Press Releases and short Research Highlights of the most successful or promising manuscripts that are sent to us. These are useful in promoting your institution's work to journalists, social media and the general public. In this proposal we will assume we will deliver this service (in English and Arabic) for 10% of the manuscripts.

1. Workshops by Nature

*How To Get Published seminars*

- Given by Nature-level editors

- Yields insight into high-ranking journals' editorial processes

- Presents in-depth publishing strategies

- Provides field-specific advice on how to write and publish papers

*Hot Topics in Research seminars*

- Given by Nature-family journal editors with required expertise

- Provides overview of the most important research topics in a desired field

- Analysis the most important works and research groups in a desired field

- Can be tailored to your needs

1. Language Editing in Detail

Our service concentrates on improving your written English so that your research results stand out. Editors focus on correcting spelling, grammar, usage and punctuation errors. They will change improper language and rephrase sentences that sound awkward or unnatural. Editors use their scientific training to point out language in your document that is vague or confusing and will work on style to make the article sound more professional.

Editors will not edit for research content or formatting and will not translate text from another language.

After approval from a managing editor, our senior editor quality checks the editing process and strive to ensure that the standards of excellence synonymous with Nature Publishing Group are maintained.

• Editing by two subject-expert editors

• Approval by a managing editor

• Quality assessment by an experienced senior editor

• Suggestions regarding the finer points of language and style

• A summary of the editing performed on your manuscript with any editorial concerns or comments detailed

• A tiered pricing system based on the word count and desired turnaround time

This service offers a comprehensive editing service. The document is edited by two editors, with the second editor providing a thorough re-edit, contributing more in-depth suggestions for language improvement, and placing additional emphasis on the overall flow and sound of the document. The summary provides valuable feedback on the manuscript and will help researchers develop their writing skills for the future.

**Our guarantee**

Nature Publishing Group Language Editing stands behind the quality of our work. We are confident that our editing will improve your chances of publication. (However, we cannot guarantee that your manuscript will be published) If a publisher rejects your manuscript for reasons of English language alone, and we believe that you have made a good-faith effort to incorporate our changes, we will re-edit your manuscript one additional time for free.

Unfortunately we cannot extend this guarantee to manuscripts that have been rewritten after our editors have performed their revisions. For that reason, we recommend that you upload your manuscript in its final form, just before you send it to the journal.

If you have any suggestions or feedback about our service, please contact us.

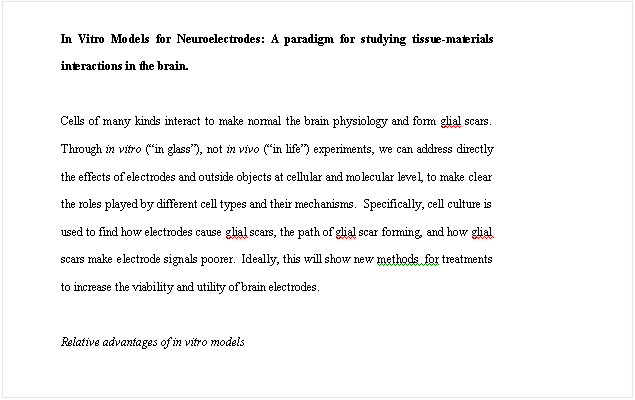
**Editing tools**

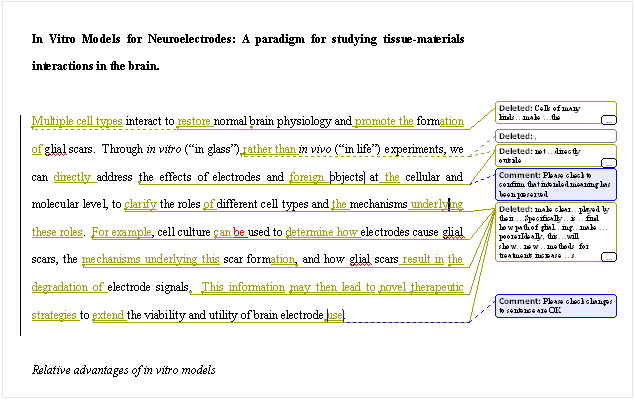
Nature Publishing Group Language Editing accepts manuscripts as Microsoft Word documents (preferred) or as rich text format (RTF) or text files. Once we receive your manuscript, we use a tool built into Microsoft Word called 'Track Changes' to edit your document. This feature is present in all Microsoft Word versions on the 'Tools' menu.

After we edit your manuscript, you will get a finished document back that shows you the changes we suggest. If you open your finished document in Microsoft Word, you will have the option of accepting or rejecting each change that we have suggested. For more suggestions to help you make the best use of our service, see author resources.

**Editing sample**

The best way to explain the service that NPG Language Editing provides is to show you an example. Here is a sample from a manuscript that NPG Language Editing could receive:

[](https://d1bx981gyq9bqn.cloudfront.net/static/npgle/images/npgle_editing_sample_before.gif)

[](https://d1bx981gyq9bqn.cloudfront.net/static/npgle/images/npgle_editing_sample_after.gif)

Our editors would read this text and return it with their suggestions in the above mentioned form.

1. Scientific Editing in Detail

Our scientific editing service allows you to benefit from Nature-standard editing and advice — most of our editors have professional experience of editing at high-impact journals.

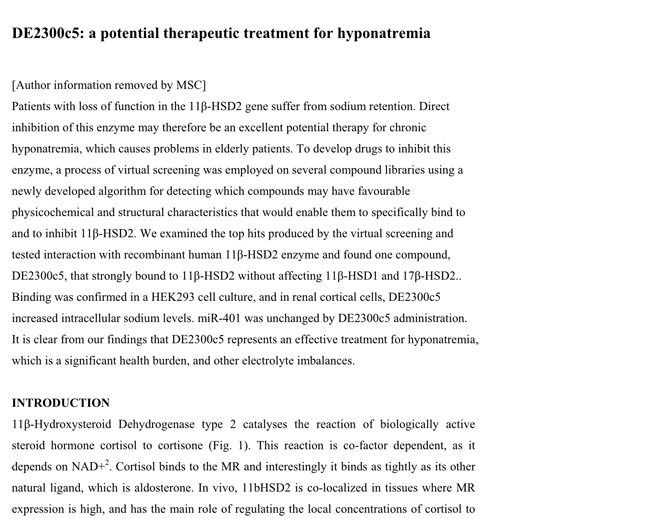
The insight of these specialized professionals gets them to the crux of your paper, so they can edit to great depth and help you convey your ideas clearly. They also provide a separate report that includes feedback and expert advice, a prioritized discussion of issues requiring attention and useful suggestions for journal submission.

**On Submission**

When you upload your manuscript, a dedicated science communication professional — in most cases an editor with a relevant PhD and editing experience at a high-impact journal — will check your documents and provide a quote.

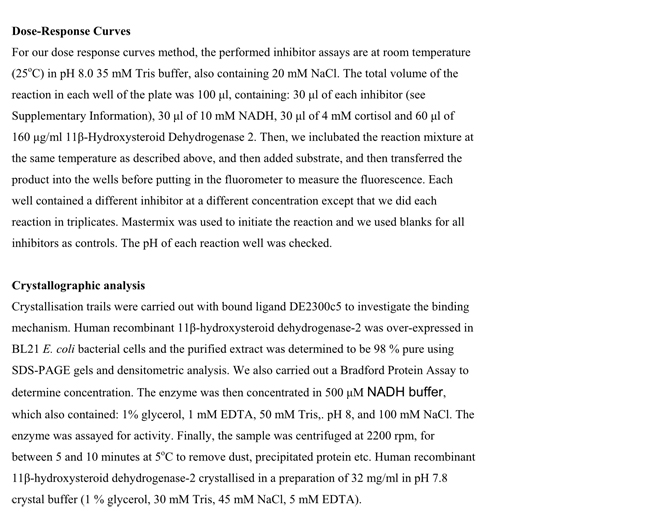
We can tailor the service to your paper from the start, because we will be looking out for: Any features of the paper relevant to editor choice, such as the use of particular analyses; Additional material that will bring a fuller understanding of the paper; The requests and comments you make when you upload, and how they can be incorporated; Any issues that we feel should be brought to your attention.

**Abstract (original)**



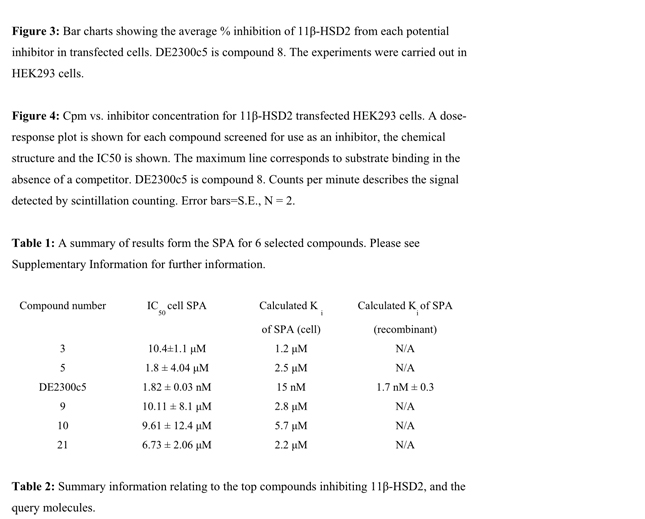
We strongly recommend including an abstract, even if your paper does not yet have one.

**Methods (original)**



Even the most detailed text can be improved by an in-depth edit by our specialist team.

**Legends (original)**



Your selection of figures and legends are important considerations in any paper.

**Language Edit within the Scientific Editing service**

As the preliminary stage of our scientific editing, we benefit from our exclusive partnership with Nature Publishing Group (NPG) by including NPG Language Editing as standard.

Your manuscript will be addressed by two or three editors, each of which:

Completed or is undertaking a graduate science program or term of employment at a top university in the United States;

Is a native English speaker;

Is familiar with the subject of your manuscript and can follow the writing conventions of your field.

The preliminary edit at NPG Language Editing:

Corrects spelling and grammar

Rephrases sentences that sound unnatural

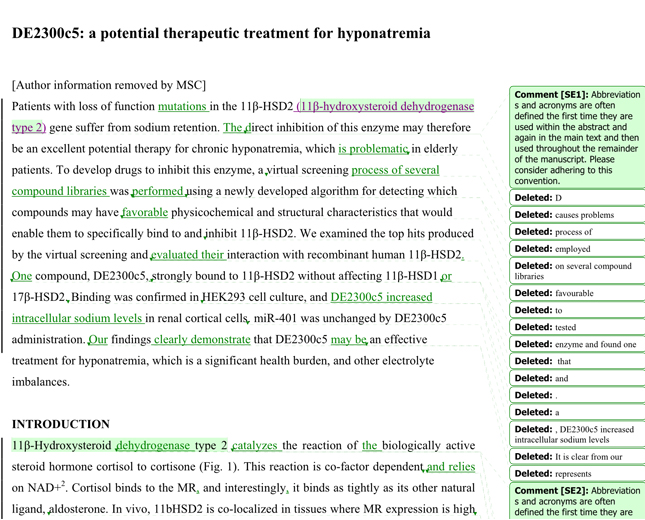
Points out vague/confusing language

Promotes a professional writing style

Changes are tracked throughout all stages of editing.

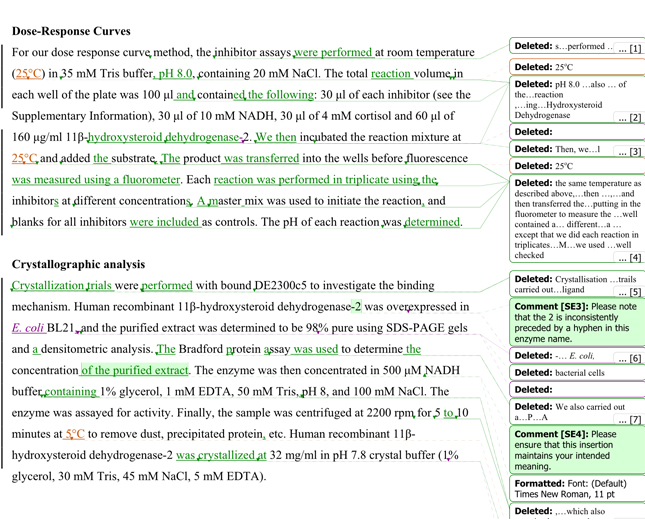
The preliminary language edit by NPG Language Editing ensures that our subsequent developmental edit can focus on detailed and incisive editing.

**Abstract (Language edited)**



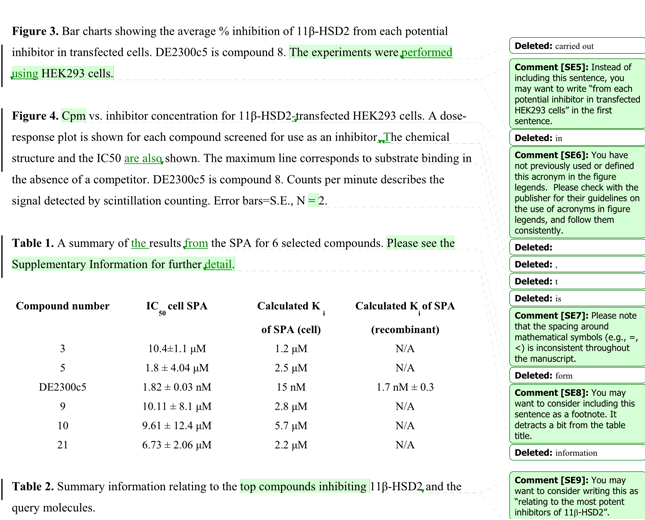
The text has been edited by up to three editors, with in-text comments where author input is required.

**Methods (Language Edited)**



The text has been edited by up to three editors, with in-text comments where author input is required.

**Legends (Language Edited)**



The text has been edited by up to three editors, with in-text comments where author input is required.

**Developmental Edit**

Our expert developmental editors define MSC Scientific Editing. Each has a PhD, professional experience of editing at a high impact journal or both. For each paper, we appoint an editor with the specialized knowledge needed to understand the science in full.

Most of our editors have worked at high-impact journals, some as Chief Editors, and all are required to edit to the same exceptional standard. They appreciate:

What it takes to get published in high-impact journals;

The major issues that can hinder publication;

How to help authors with constructive and incisive input;

A range of topics related to their specialized field.

We are an exclusive partner of Nature Publishing Group, but editorially we are independent to all NPG journals. We do not use or share any manuscript details with acting NPG editors. When recommending journals we aim to do so objectively.

Our developmental editors address:

The manuscript’s central question or objective

The structure, clarity, flow and relative emphasis of the arguments

The presentation of context and implications of the research

The selection of figures, tables and supplementary information

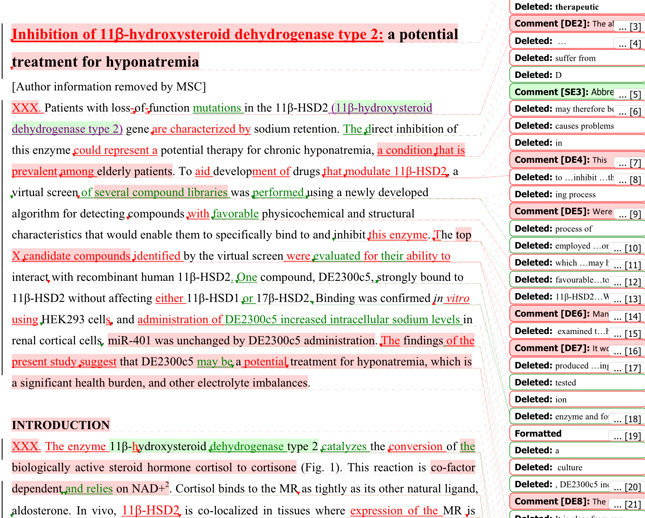
Sections that lack detail or are unnecessarily long

Potential technical weaknesses

The effectiveness of the cover letter (if provided)

The developmental editor also produces an accessible report containing journal submission suggestions, a discussion of the key issues and section-by-section feedback on the manuscript. This analysis helps you prioritize revisions, depending on the journal you choose.

**Abstract (Language+ Developmental Edited)**



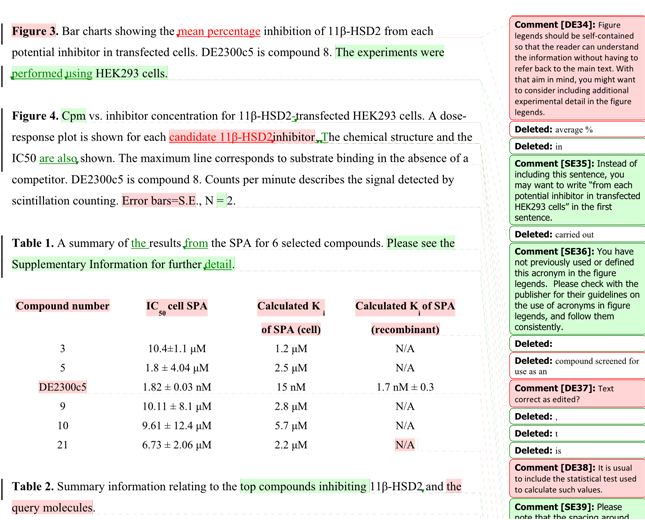
The developmental editor has suggested a revision to the title and added many further edits and helpful comments.

**Methods (Language+ Developmental Edited)**



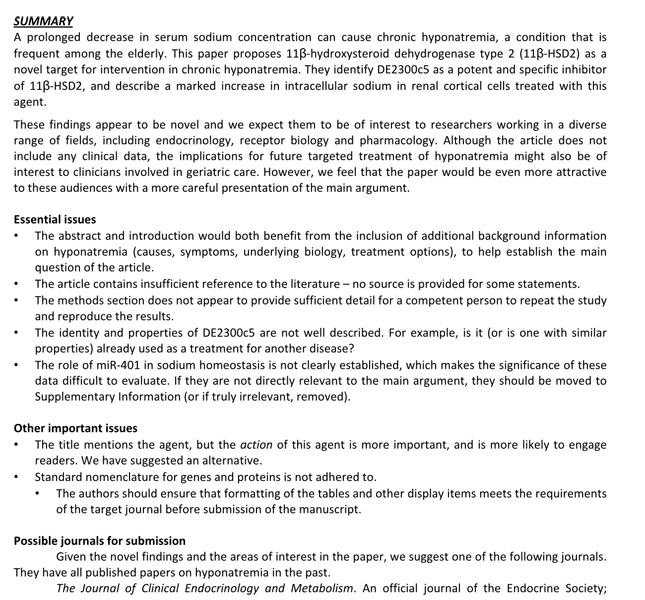
The Methods section has also been thoroughly edited, and any errors in presentation have been highlighted.

**Legends (Language+ Developmental Edited)**



The developmental editor has indicated where the legends fail to provide adequate support for the figures.

**Report**



In the draft report, the developmental editor’s professional experience and communication skills are evident in the constructive and accessible text.

**Final Edit**

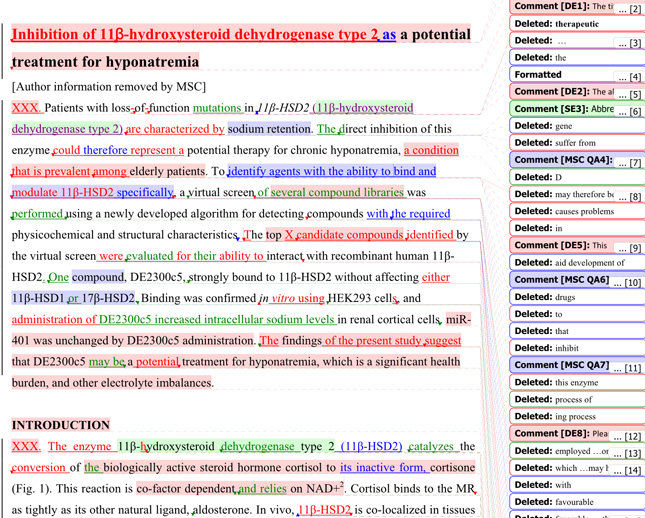
Finally, a second Nature-standard editor examines the text and makes further edits and comments to ensure that the quality of the final documents meets our exceptional standards.

As for the developmental edit, the final edit is usually performed by an expert with professional editorial experience at a high-impact journal.

We use editors with a particularly strong understanding of how best to help authors and how to exceed expectations.

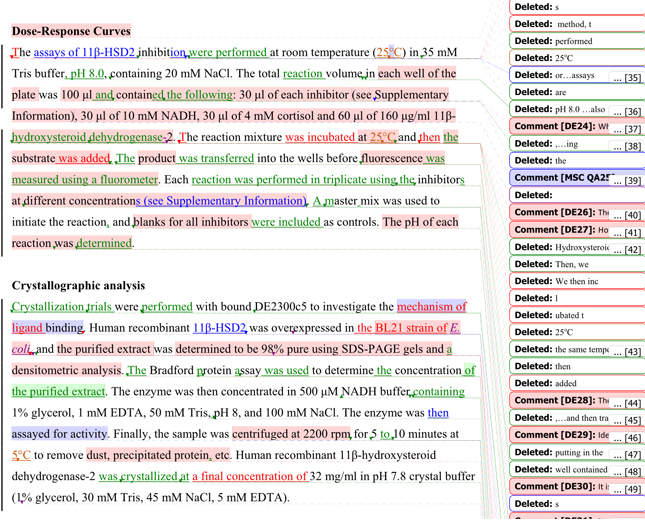
The final edit is not a quick check of your paper — an experienced editor will read it through and make further changes to improve your manuscript, often in collaboration with the developmental editor. This stage brings a fresh expert perspective to your manuscript, helping us in our mission to provide you with the best possible pre-submission editing and advice.

**Abstract (Language+ Developmental + Final Edited)**



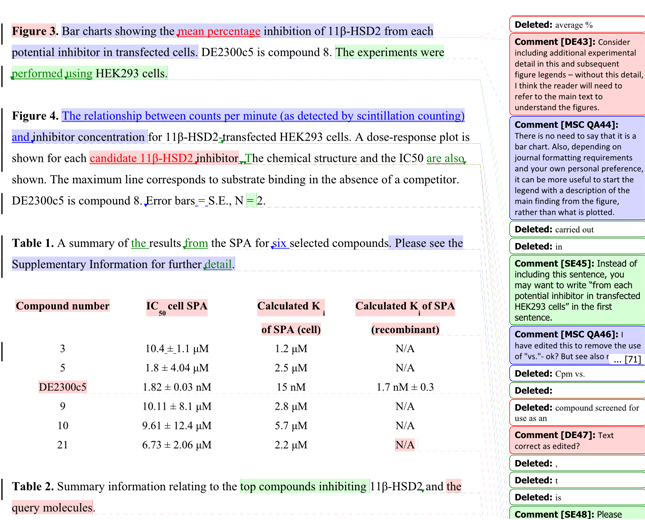
Close attention is paid to the title and abstract of your manuscript, as these are the most prominent parts of your paper.

**Methods (Language+ Developmental + Final Edited)**



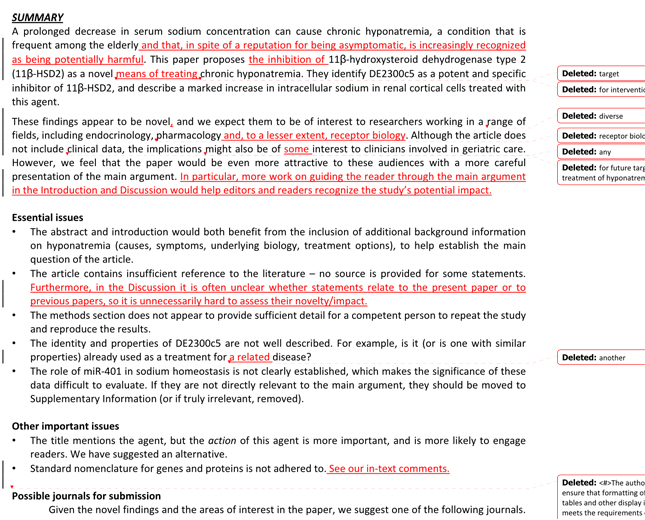
The final editor will pay close attention even to the most detailed text and make any further edits and comments as required.

**Legends (Language+ Developmental + Final Edited)**



The legends and figures are checked and further issues identified, thanks to the final editor’s fresh perspective.

**Report**



The editor takes particular care to ensure that our input is as helpful to the authors as possible.