**Copsewood Editorial Services Ltd**

This document is in two parts:

1. Terms & Conditions outlining important information governing the contract Copsewood Editorial Services Ltd (CES) has with you.

2. A form for you to complete, sign and return.

**Terms & Conditions**

**1. GDPR and Privacy policy**

Copsewood Editorial Services Ltd (CES) will use your personal details for business purposes only and will not normally divulge these details to any third party.

For full information about how your data is used and stored, please [click here](https://copsewood.com/privacy/).

**2. Details of dissertation/thesis**

Please provide information about your dissertation, including the working title, word count and the final submission date.

**3. Definition of copy-editing**

Copy-editing for dissertations and theses involves very light editing of the text:

* correcting grammar, punctuation and spelling
* checking for inconsistencies.

It does not include checking bibliographic references.

Copsewood Editorial will **NOT** engage in extensive editing except in exceptional circumstances, for example, if you are non-English and/or have a disability such as dyslexia.

In such circumstances your academic supervisor will be informed of the support you are receiving and the editing will only carried out in accordance with the strictures laid down by the educational establishment.

**4. Work assessment**

In order to assess the extent and complexity of editing that needs to be carried out, you will be required to send a sample chapter. This analysis forms part of the assessment in setting the relevant fee for the work.

**5. Working method**

The document will be copy-edited online using the tracking facility on Microsoft Word. On completion of the work, you will receive two versions: the 'raw' version so you can see the amendments and the 'clean' version, with all the changes accepted.

**6. Fees**

The fee depends on the extent of proofreading required. Fees are *from* £11.00 per 1,000 words. The minimum fee is £25.00 regardless of the number of words.

If you are a UK student and have an NUS student card you qualify for a 10 per cent discount. You will need to quote your NUS number on the form and supply identifying evidence.

**7. Payment options**

There are two payment options:

**a. Payment in two parts**: approx. 50 per cent of the full amount in advance as a deposit, the balance to be paid on completion of the work.

The amount of the deposit is an estimate based on the approximate number of words and the extent of proofreading required; the balance is based on actual figures once the dissertation/thesis has been completed.

The balance is to be paid in full before the work is released back to you.

**b. Payment in advance, in full**

The fee for this option is based on the approximate number of words contained in the dissertation/thesis and the extent of proofreading required.

As the word count is subject to change, Copsewood Editorial reserves the right to charge an extra fee if the word count or the extent of proofreading goes beyond the original estimate. This extra fee is to be paid before the work is released back to you.

**8. Turnaround time**

If you require a rapid turnaround time – less than a week from submitting the manuscript to completion of the work – you will be required to pay in advance in full (see 7b above).

**9. Payment methods**

You can choose from the following options:

**a. Cheque or postal order** made payable to Copsewood Editorial Services Ltd. Please note that if this method is used, the completed work will not be released until the cheque/postal order has been cleared.

**b. Bank transfer**
Bank name: Bank of Scotland

Account name: Copsewood Editorial Services Ltd

Branch code: 12-24-82

Account no: 06345947

**c. Cash** – this option is only available in certain circumstances when there is direct face to face contact with the student. This *may* be possible for the following establishments:

University of Warwick; University of Leicester; University of Birmingham

University of Liverpool; University of Chester

**10. Copsewood Editorial website**

Copsewood Editorial would like to mention your dissertation on the portfolio page of the CES website (www.copsewood.com/portfolio) as an example of work carried out for the academic sector.

This requires your permission – please indicate on the accompanying form if you are willing to grant such permission.

**Copsewood Editorial Services Ltd Proforma**

Please complete this form, sign it and return to Amanda Kay by email: editorial@copsewood.net.

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| --- |
| Name: |
| Full address: |
| Telephone no: |
| Email: |
| University/College: |
| NUS number (required to qualify for 10 per cent discount):Please provide proof of NUS membership by scanning the card and emailing to editorial@copsewood.net |
| Exceptional circumstances (please see 3 above): if you are non-English and/or have a disability such as dyslexia, please provide the name, email address and telephone number of your supervisor. |
| Course title: |
| Title of dissertation/thesis: |
| Word count (approx.): |
| Final submission date: |
| Payment options – please indicate your preferred option (see Terms & Conditions Section 7 for full details)1. Payment in two parts: approx. 50 per cent of the full amount in advance as a deposit, the balance to be paid on completion of the work.2. Payment in advance, in full. |
| Payment method: please indicate your preferred method (see Terms & Conditions Section 9 for full details)1 Cheque or postal order2 Bank transfer3 Cash (only available in certain circumstances, as stated above) |
| Copsewood Editorial would like to mention your thesis on the portfolio page of the CES website ([www.copsewood.com/portfolio](http://www.editorial.copsewood.net/portfolio)) as an example of editing work carried out for the academic sector. Are you willing to grant permission for this information to be used in this way? |
| Please state how you found out about Copsewood Editorial Services. |
| I have read and understood the Terms & Conditions.Signed:Date: |