**Editing Service Request form**

**Manuscript Title**: .........................................................................................

* Has this manuscript been submitted for UAEU editing services before, even under another title? ... **Papers are edited only once.** **Submitting a previously edited manuscript by UAEU under the same or another title is against UAEU policy. False information will be reported to UAE University. Researchers can submit to us a previously edited papers for re-edit service.**

Has this manuscript been submitted to any journal? ....... Attach journal note.

1. **Manuscript editing services:** Please select one of the services below:

Substantive EditingStandard Editing

|  |  |  |
| --- | --- | --- |
| **Aspects Checked in the Service** | **Substantive Editing**  | **Standard Editing**  |
| **Language & Grammar-Check (spelling, grammar, punctuation)** | **** | **** |
| **Style and Consistency** | **** | **** |
| **Technical Accuracy** | **** | **** |
| **Manuscript Formatting** | **** | **** |
| **Editing Certificate** | **** | **** |
| **Logical Flow*** Rearrangement, expansion, or summarizing of sections
* Ensuring logical flow between sentences and paragraphs
* Cross-checking appropriateness and presence of sections
 | **** | **** |
| **Presentation*** Content accurately reflects title and heading
* Appropriate weightage to sections – checking if abstracts cover all essential points
* Clarity and coherence
 | **** | **** |
| **Content Enhancement*** Checking if presentation is simple and effective
* Eliminating content repetition and redundancy
* Verifying gaps and improving the content
* Ensuring clear unambiguous statements
 | **** | **** |
| **Rejection Shield:** This ensures that your paper is ready for resubmission after facing rejection **on grounds of quality of English language quality** and is unlimited for up to 1 year. | **** | **** |
| **Cover Letter** | **** | **** |
| **Manuscript Rate Card** | **** | **** |
| **Word Count Reduction** | A reduction of up to 20% if your paper exceeds the word count limit of your target journal. | A reduction of up to 10% if your paper exceeds the word count limit of your target journal. |
| **Post Editorial Support** | 365 days of unlimited editing\*, Unlimited Q&A for 1 year  | Unlimited Q&A for 1 year  |

All checks relate to English grammar and language only – they do not include research content.

\* Applicable terms and conditions apply

US/UK English..........

Subject area of your manuscript: ……… …. ……… ….……… ….……… ….….…. ………………

Specialised subject area: ……………….……………….……………….……………….…………………….

Provide URL of the guidelines of the suggested journal: ……………………...............

Your manuscript will be formatted according to the provided journal guidelines.

**Manuscript preparation services:**

* **Technical Peer Review:**

1 expert reviewer (option of choosing up to 2 or 3 reviewers at an added charge) will perform an extensive manuscript peer review. They will investigate every research element of your paper, such as:

* Soundness of study design,
* Reporting of method
* Significance to field
* Ethical soundness, and sufficiency of [data analysis.](https://www.enago.com/publication-support-services/statistical-analysis.htm)

They will also provide a detailed check of journal compatibility to minimize chances of rejection.

* **Journal Selection Service:**

Maximize your chances of publication by letting our team match you with the most appropriate journals for your particular research and requirements. Our team of experts hold extensive experience in peer reviewing and editing for international journals in your field of study. Simply send us your criteria, and we will present you with the top 3-5 journals best suited to your manuscript and preferences. What’s more: Our team will provide vital feedback for your manuscript, including suggestions on how to improve your paper.

* **Journal Submission Service:**

Whether it is a doctoral submission or new research, academics face a number of challenges when submitting their work to journals, from complicated formatting and submission instructions to urgent deadlines. Our journal submission experts are skilled in submitting papers to various international journals. When your manuscript is ready for submission, let us complete this tedious process on your behalf.

**Authors note:**

* All author/coauthors’ names and affiliations must be added to the manuscript front page.
* Avoid delay by filling in all sections of the form.
* This manuscript will be checked for originality by iThenticate® (plagiarism detection

 Software). If it has more than 10% similarity in general or/and more than 2% similarity on

 a single source with the content of other works it will be returned to authors unedited.

**Provided that**:

Authors have addressed all reviewers’ comments as per the rejection note

No more than 20% extra material replaced/added/ to the original text.

Re-edits are accepted for one year from the date of first submission for editing.

Authors must report to the editing services on the status of the edited manuscripts.

Authors must use for future reference the job code provided by us after editing.

Allow 10 business days maximum for delivery.

**Name(s) of the Researcher(s):** ………………………………………………………………………………

**College:** ……………………………………………………………………………………………………………………

Incomplete forms will be ignored