

**Template for direct procurement**

**for research text editing**

**The information below is to be provided by the university.**

|  |  |
| --- | --- |
| **The contact details, name, telephone and email of the person ordering the editing** |  |
| **Invoice reference (signatory at the university)** |  |
| **Title of the text** |  |
| **Subject area** |  |
| **Number of words (approximate is okay)** |  |
| **Format (e.g. Word)** |  |
| **Desired start date for the editing work** |  |
| **Desired delivery date of the edited document** |  |
| **Language/Variant of English** | ☐ British English☐ American EnglishBoth/other variants are approved☐ Swedish☐ Other language, specific:  |
| **References** | ☐ References should ***not*** be reviewed. ☐ References are to be reviewed, please indicate reference system (APA, Harvard etc.) for reference list/main text:  |
|  |
|  |
| **Track Changes** | ☐ Track Changes should ***not*** be used. ☐ Track Changes should be used. |
| **Level of editing** | ☐ Level 1 - Pure proofreadingLevel 1 language review includes checking of:- spelling- conjugation- hyphenation- rigour- grammar- punctuation and sentence structure leading to incorrect meanings, or similar. ☐ Level 2 - Language reviewIn addition to Level 1 proofreading, Level 2 editing includes an adaptation to the target audience and the purpose of the text, which means checking that:- sentences have a clear structure and good flow- the choice of words is suitable for the target audience- the style and tone suit- the links and context are clear. ☐ Level 3 - Light editingIn addition to levels 1 and 2, level 3 includes checking that:- the structure is useful, logical and clear to the reader- the headings are informative and uniform- outline and headings are customised- introductions are good entry points to the sections- the summary clearly contributes to the aims of the text. ☐ Level 4 - Major reworkIn addition to what is shown in levels 1-3, level 4 includes very in-depth adaptation of the text for example for a completely new reader group or purpose |
| **Other information, e.g. which journal the manuscript is to be submitted to, whether a reviewer with academic expertise in a specific field is required, whether work samples are required for the proposed editor** |  |
| **The offer must be received by the university (date)** |  |
| **The information below is to be provided by the provider.** |
| **The provider must provide price and time estimates for the contract.** |
| **The provider must provide the company registration number and full contact details.** |