

**Template for direct procurement**

**for research text editing**

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

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| **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 English  Both/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 proofreading Level 1 language review includes checking of: - spelling - conjugation - hyphenation - rigour - grammar - punctuation and sentence structure leading to incorrect meanings, or similar. ☐ Level 2 - Language review In 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 editing In 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 rework In 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.** | | |