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# Proofreading of Academic Texts

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## Proofreading Service of Academic Texts in English and Czech

Proofreading of Academic Texts in English or in Czech is a service for Ph.D. candidates who need help correcting and editing their academic texts. Try our service if you are unsure about grammar, style and spelling in your texts!

Be aware that this is not a regular course but a **service for individuals!** We ask you to observe the **FOLLOWING RULES** given below; otherwise, your registration will not be accepted!

Proofreading means a final checking of texts before their finish. It is a language editing (style, spelling, punctuation) but does not cover checking the text content. We provide this service to all Ph.D. candidates for free with a maximum of 30 standard pages of their academic texts. These texts must be related to their academic field within their Ph.D. study (e.g. scientific article, theses, dissertation). The required language level is at least **B2**. Do not send texts translated by mechanical translators!

### How the service works:

1. Register at the time you are **ready** to send your text to a proofreader (e.g. do not make any registration in March if you finish your text in April or you are unsure about the finishing at all). We have many interested students in the service, so we find the applications not following the rules invalid and consider it a "course **absence**" (for the defined amount of absence, you are not allowed to participate in CU POINT events for the following semester. We take this strict measures to offer our service to students who are really interested, but they wouldn't register because of the invalid registrations and the limited capacity.).
2. During the registration, **upload** your **text** for proofreading and write a note about the **number** of its **standard pages** (the standard page differs from a usual page full of text, see below). Your note might cover deadline for finishing the proofreading, you wish about (un)correcting citations, citation style and the way of proofreading - modification straight in the text without comments or with monitoring of changes. If you are **not finished** with your text yet, leave a message in the application. Finally, **save** your uploaded text and message by a button with a floppy disc in the lower right corner.
3. After registering for the service in the Educational Portal, wait for the **confirmation** message from a proofreader that he/she is working on your text. The whole communication is online via email or Vzdělávací portál, depending on further circumstances.
4. If you are already registered for the service but have changed your mind, please **cancel** your **registration** to make a vacancy for another student.

The service is **limited** to 30 standard pages. If your text is longer than 30 standard pages, please, create a new registration for another term (concerning your colleagues on a waiting list). In case you need proofreading for another of your text, please, do not circumvent the Educational Portal and make a new registration. Without it, we cannot pay for the service for you.

Be aware the **standard page** differs from the usual page. It contains 1.800 characters, including spaces for a page. Please, modify your texts according to this norm.

The service is available for the whole year.

### Proofreader

Eleanor Lurring, MBA, MA Applied Linguistics and TESOL, UK accredited proofreader

I am a native speaker of English from the UK. With over thirty years of experience teaching high-level English, I now focus on helping writers produce academic texts for publication. I proofread and edit academic texts such as research articles, Ph.D. dissertations, conference papers, motivation letters, and grant applications. I work with doctoral and post-doctoral researchers in various branches of science, education, engineering, humanities, and economics. This may be

consultancy work if the structure and content of a text need attention; or it may be proofreading for accuracy and reader-friendly style.

**Participants**

Ph.D. candidates

**Registration in Vzdělávací portál** (Educational Portal)

Proofreading Service of English Academic Texts

Proofreading Service of Czech Academic Texts

Pay attention to your pre-filled email address in your account on the Educational Portal. We communicate via the mentioned email about the course. If you want to change your email address in Educational Portal, you must do it in WhoIS system.

**Contact**

Mgr. Petra Kučerová Konupková