REQUEST – ARTICLE FOR PUBLICATION IN ENGLISH

To: TSU Center for Academic Writing

From (name and position at TSU of person completing this request):

Request: \_\_\_\_ proofreading of English; \_\_\_\_ other (please specify):

Author or co-authors (all) of the article and affiliation(s):

Article title:

Number of Russian characters or English words:

Was the article written in English, or written in Russian and translated? If translated, was it by the (co-) author? a colleague? a translator?

Has it ever been published already in any form?

Name and link of target journal:

Has the author read and followed the journal’s instructions for manuscript submission (including format)? Link to journal instructions/requirements:

British English \_\_\_\_; or American English \_\_\_\_ (it will be American unless the journal requires British)

In-text and post-text references have been formatted according to the journal’s requirements (yes or no)(we do not do references):

If the article has been conditionally accepted or otherwise reviewed by a journal, please provide the letter(s) from the journal.

Is this the final version (there will be no more changes in the article after the proofreading)? Is the requester authorized to act on behalf of the co-author(s) (if any)?

Please supply an article on a similar topic from the target journal.

Timing requested for completion (minimum is 2 weeks)(and at least 3 days before your deadline with the journal to allow for your review of corrections and questions):

The requester will keep the Center informed about the status of the article after completion.

Signed, date:

Email address:

Note: all documents to be proofread should be submitted in a Word document, no PDFs.