

ACADEMIC EDITING SERVICE APPLICATION FORM

- Notes:**
1. This form is to be completed by the applicant (either in English/Chinese), before it could be forwarded to the Arts Faculty Dean's Office for consideration. Please read policy guidelines and the Approved List of Service Providers (http://artsbu.hkbu.edu.hk/images/articles/Service_Providers.doc) before filling out this form and please print clearly.
 2. The ceiling of sponsorship for Academic Editing Service is HK\$5,000 per staff per academic year (regardless the number of service used). Any exceeded amount will be borne by the staff concerned. The unused amount cannot be carried over to the next academic year.
 2. The information provided hereunder will be used for processing your application and will be presented to the Dean for consideration and deliberation. Any questions related to this application could be directed to the Arts Faculty Dean's Office.
 3. The completed form together with **supporting/relevant documents** should be forwarded to the Arts Faculty Dean's Office **before** commencement of the service.

Ref. No.:

(For Office use)

APPLICATION

Name: (English) _____ (Chinese) _____

Post title: _____ Staff No.: _____

Dept./Prog.: _____ Tel. ext.: _____

Nature of Service: Academic Editing Statistical Consultation

Details of the journal article/book chapter/book proposal/book manuscript:

Title: _____

Intended publication venue: _____

Service provider:

On ARTD approved list: Yes Name: _____

No Please provide an updated curriculum vitae of the free-lance editor/consultant or information of the editing/consulting services agent.

Editing/Consultant Services Company Free-lance Editor/Consultant

Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Signature of applicant: _____

Date: _____

APPROVAL

Ref. No.: _____ (For Office use)

1. Approval/Disapproval of applications would be completed by the Dean.
 2. This part of the form would be copied and sent to the applicant.
 3. Please send original receipts together with evidence of submission to the publisher, and a softcopy of the submitted journal article/book chapter/book proposal/book manuscript to the Dean's Office.
 4. The Dean's Office would check all the receipts and send to the Finance Office for reimbursement to the applicant.
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A. For Office of Dean

Accumulated amount claimed in AY _____ : HK\$ _____

Resolution:

Approved

Not approved

Remarks: _____

Signature of Dean: _____

Prof. Mette Hjort

Date: _____

Hong Kong Baptist University
Faculty of Arts
GRF Incentive Scheme

Academic Editing Service Guidelines

(A) Background

To enhance the success rate in submitting articles for peer review for publication in top venues, one's manuscript needs to be well prepared, polished and edited. There are consultants and companies that offer such a service for a fee. The funding from the GRF Incentive Scheme can be used to help colleagues make use of such services so that their manuscripts may be improved before submission for publication.

(B) Nature of Service

1. Academic editing – grammar, punctuation, style, spelling, standardization of terms, clarity, fluency, etc.
2. Statistical consultation – compilation, verification, analysis, and presentation of data.

(C) Qualification for Application

- ◆ All academic and teaching staff in the Faculty of Arts.
- ◆ A finished manuscript (journal article, book chapter, book proposal, book manuscript) intended for refereed publication.

(D) Service Providers

- ◆ The Dean's Office keeps an Approved List of Service Providers, and staff can check the details of the providers from the Arts Faculty homepage.
- ◆ Staffs can suggest providers, full time or free lance, to the Dean's Office for vetting.
- ◆ To avoid conflict of interest, reimbursement will be made only if the service provider is on the Dean's Office Approved List.

(E) Ceiling of Funding Support

Up to HK\$5,000 per staff per academic year (regardless the number of service used); any exceeded amount will be borne by the staff concerned. The unused amount cannot be carried over to the next academic year.

(F) Reimbursement Procedures

Colleagues will be required to pay for the service in advance and get reimbursement upon presenting the receipt and the evidence of submission of the revised written work to a publisher.

(G) Report

A softcopy of the revised manuscript should be sent to the Dean's Office for record.

(H) Application Procedures

1. Send a completed application form to the Dean's Office. Supporting documents should be attached if the agent/consultant is not on the Approved List of Service Providers.
2. The applicant could approach the agent/consultant to start the editing service upon receiving an approval form from the Dean's Office.
3. The applicant will be required to pay for the service in advance.
4. Official receipt, evidence of submission to the publisher, and the submitted manuscript (soft copy) should be sent to the Dean's Office for reimbursement.