

HONG KONG BAPTIST UNIVERSITY
Faculty of Arts

ARTD/GRF/AES(PG)

ACADEMIC EDITING SERVICE (FOR RESEARCH POSTGRADUATE STUDENTS)
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 research postgraduate student per academic year. Any exceeded amount will be borne by the student concerned. The unused amount cannot be carried over to the next academic year. This service will be given to the same student not more than 2 times throughout the whole study period of three-year/four-year (PhD) or two-year (MPhil).
 3. The information provided hereunder will be used for processing your application and will be presented to the Associate Dean for consideration and deliberation. Any questions related to this application could be directed to the Arts Faculty Dean's Office.
 4. 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 of Student: _____ Student No.: _____ Department: _____

Study Commencement Date: _____ Tel. no.: _____

Principal Supervisor: _____ Course: **PhD / MPhil**

Nature of Service: Academic Editing Statistical Consultation

Details of the journal article:

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 Free-lance
 Services Company Editor/Consultant

Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Signature of applicant: _____ **Date:** _____

RECOMMENDATION OF PRINCIPAL SUPERVISOR

Recommendation:

Signature: _____
Principal Supervisor

Name in Block: _____

Department/Office: _____

Date: _____

APPROVAL

Ref. No.: _____ (For Office use)

1. Approval/disapproval of applications would be completed by the Associate 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 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.

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

Academic Editing Service for Research Postgraduate Students

(A) Background

To enhance the success rate in submitting journal 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. Faculty of Arts provides funding to help postgraduate students make use of such services so that their manuscripts could be polished 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

- ◆ Current full-time research postgraduate student (PhD and MPhil) in the Faculty of Arts
- ◆ A finished manuscript (journal article) intended for refereed publication.

(D) Service Providers

- ◆ The Dean's Office keeps an Approved List of Service Providers, and student can check the details of the providers from the Arts Faculty homepage.
- ◆ Students 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 student per academic year; any exceeded amount will be borne by the student concerned. The unused amount cannot be carried over to the next academic year. This service will be given to the same student not more than 2 times throughout the whole study period of three-year/four-year (PhD) or two-year (MPhil).

(F) Reimbursement Procedures

Students 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.