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## **Standard terms: editing by Geoff Hart (ghart@videotron.ca / geoffhart@mac.com)**

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Nin hao. Wo hen gaoxing ren shi nin! Thank you for your interest in working with me to edit your manuscript. I have prepared this document to help you understand the services that I offer and explain how we can work together.

### **Manuscript formats**

I edit manuscripts in Microsoft Word, using Word's revision tracking features.

- If you prefer to use a different word processor, please contact me at least 2 weeks before your deadline so we can discuss how to meet your needs.
- If you need assistance learning to use these features, instructions are available on my Web site: <http://www.geoff-hart.com/resources/Using-revision-tracking.pdf> (77K).

### **Calculating costs**

My standard cost is \$65 (Canadian) per hour. Because research budgets in China are much lower than in North America, I offer my Chinese clients a 50% discount. Starting in January 2012, my new rate will be 270 RMB per hour.

#### **To predict the cost of my editing**

- I guarantee a productivity of at least 800 words per hour, even though I edit heavily to provide the maximum value for your money. I generally work faster than this.
- To estimate the maximum cost for editing your manuscript:
  - use the "word count" feature (in the Tools menu) to count the number of words
  - divide this number by 800 to estimate the number of hours
  - multiply the result by 270 RMB/hour to estimate the *maximum* cost
- I usually work faster, and will charge you less if I can complete the editing more quickly.
- I will answer questions about my edits for no extra cost when you review my work. If you do not understand a correction, or disagree with a correction, please discuss this with me so we can solve the problem before the journal reviewers see it.

#### **Saving money**

To save money and reduce the cost of my work:

- I do not reformat the manuscript or the Literature Cited section to follow the journal's guidelines. You can do this yourself, so there is no need to pay me to do this work. Do not skip this step, since journals may reject improperly formatted manuscripts. If you want me to do this work, please send me the name and Web address of the journal.
- If you are not confident about your English skills, please ask a colleague with good English skills to review your manuscript before you send it to me. (You can offer to review their manuscripts in return.) This will solve many problems so you do not have to pay me to solve them.

## Alternatives

If you find my cost too expensive, I will be happy to help you find another English editor. I will not be offended if you prefer to work with one of my colleagues; one of the great satisfactions in my work is helping my colleagues to find work and helping researchers to publish their work. This is good guanxi for me.

## Payment

Payment is required after you have reviewed my work. Once a journal has reviewed your manuscript, all subsequent work will be treated as a new job. By accepting these standard terms, you agree that you cannot legally publish my words without paying me for this work. You can pay me in several ways:

- The simplest and least expensive method is to mail me a bank draft or money order in Canadian or U.S. dollars (whichever is most convenient or least expensive for you). The conversion rate between RMB and other currencies can be found at the following address: <http://www.bankofcanada.ca/en/rates/exchform.html>
- If you have access to the PayPal service ([www.paypal.com](http://www.paypal.com)), you can transfer money to my PayPal account ([ghart@videotron.ca](mailto:ghart@videotron.ca)). You can also pay me by credit card at the following address: <http://www.geoff-hart.com/paynow/>
- You can transfer money directly into my bank account using the SWIFT system. However, this is expensive for you (the sender) and for me (the receiver) because of service charges. If you prefer to use this approach, I must add US\$30 to the total cost to cover these service charges. Western Union ([www.westernunion.com](http://www.westernunion.com)) is less expensive.

## Your responsibility

Editing requires careful cooperation between the author and the editor. If you do not understand or agree with any of my edits, do not ignore the change; if I did not understand something, other readers will also not understand. Please work with me to solve this problem. It is your responsibility as author to ensure that my changes are correct; if you are not sure, please explain the problem and request my help in finding a more correct wording. There is no additional cost for this service.

## Please confirm that you accept these terms!

If you are willing to work with me under these conditions, please confirm that these terms are acceptable. I can generally start work on your manuscript within 2 weeks, and will return the manuscript within 2 days after I begin my work.

If you accept all my edits, and work with me to fix all problems, please include the following information in the cover letter that you send to the journal: "Geoffrey Hart ([ghart@videotron.ca](mailto:ghart@videotron.ca) / [geoff@geoff-hart.com](mailto:geoff@geoff-hart.com)), an English science editor with more than 23 years of experience, has edited my manuscript to ensure that the quality of the language will be acceptable. Please contact him to confirm that he has performed this work or if you have any questions about the nature of the work that he has done."

Shun zhu an kang. Sincerely, Geoff Hart ([www.geoff-hart.com](http://www.geoff-hart.com))