



LANGUAGE TRAINING AND PROFESSIONAL DEVELOPMENT UNIT

Revised Policies, Standards and Guidelines in Proofreading and English Editing Services

A. Policy Statement

The Language Training and Professional Development Unit (LTPDU) under the Center for Internationalization, Academic Affiliations and Engagements (CIAAE) offers professional services that will uplift the quality of the scholarly works produced by the academic community including, but not limited to, theses, dissertations, manuals, and other publication materials.

LTPDU presents the following set of guidelines for the proofreading and English editing services offered by the Unit. This specifically outlines the extent and nature of services that the pool of editors can provide. Moreover, these guidelines have been developed primarily to give guidance NOT ONLY to the editors but also to the research advisers and student researchers, since they, too, must carefully understand the professionals' roles.

B. Operational Definition of Terms

1. **Undergraduate/Senior High School research/thesis** – this is done by undergraduate students from all the colleges/departments and the Special Health Sciences Senior High School (SHSSHS) students.
2. **Graduate thesis/dissertation** – this is done by graduate students (such as students taking up Doctor of Medicine, and all the Master's and PhD programs offered by the institution).
3. **Other members of the DLSMHSI community** – this pertains to all persons outside of the Academics of the institution (employees from other services such as De La Salle University Medical Center, Angelo King Medical Research Center, Lasallian Mission, Linkages and Advancement, and Shared Services)
4. **Unit** – Language Training and Professional Development Unit

C. Objectives of the PSG on editing services

1. To check and correct punctuations, spelling, and grammatical errors that might have been missed by the author;
2. To check if a word is used correctly; and
3. To survey the document to ensure that it is well organized and the information is presented clearly, coherently, completely, and accurately

D. General Guidelines

1. The Proofreading and English Editing services of the Unit may be availed by bonafide students of the institution, Academic Teaching Faculty (ATF), Academic Service Faculty (ASF), Non-Teaching Personnel (NTP), and other members of the DLSMHSI community. Persons not affiliated with the institution will not be accommodated. The following are the range of priorities for the service:
 - a. Bonafide students' undergraduate/senior high school research/theses or graduate theses/dissertations.
 - b. ATF, ASF, Academics NTP research/theses or graduate theses/dissertations
 - c. Manuals and other materials from Academics
 - d. Other members of the DLSMHSI community (employees from other services such as De La Salle University Medical Center, Angelo King Medical Research Center, Lasallian Mission, Linkages and Advancement, and Shared Services)
2. SHSSHS, undergraduate research/theses, graduate theses, dissertations, ATF/ASF, NTP, or other members of the DLSMHSI community research, manuals, narratives, and other publication materials are the only materials





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that can be edited. To ensure the correct charging of fees, the researchers should specify the part/s that require editing and proofreading.

3. To ensure the smooth delivery of the service, the Unit will be coordinating with the editors inside and outside of the institution.
4. CIAAE Form 002: Request Form for Proofreading and English Editing Services (see Appendix A) for the editing service will be filled out and duly signed by the researcher and/or research adviser/professor. The researchers should choose their choice from the pool of proofreaders and English editors. In the event that the preferred editors are unavailable, the work will be given to the other members of the pool.
5. A duly signed CIAAE Form 005: Conforme for Professional Services certifying that the requestors understand and are amenable to the terms and conditions will be submitted to LTPDU.
6. Materials to be edited should be submitted to the English editors in electronic or hard copy.
7. **The researchers have the discretion to follow the editor's suggestions or not depending on the appropriateness of the suggestions to the nature of the research.**
8. The Unit will issue a certification to the requestors upon receipt of the proof of payment.
9. **Scope of the service:**
 - a. Identifying errors in using articles (a, an, the)
 - b. Identifying incorrect prepositions (in, to, at, etc.)
 - c. Identifying incorrect pronouns
 - d. Identifying mistakes in the spelling
 - e. Identifying incorrect capitalization and punctuation
 - f. Correcting the grammatical errors
 - g. Highlighting parts of the research with unclear meanings
 - h. Highlighting parts of the research with errors in writing style
10. **Limitation of the service:**
 - a. Rewrite the sentences to clarify their meanings
 - b. Translate the work into English or other languages
 - c. Change the texts in the research
 - d. Change the ideas and arguments presented in the research
 - e. Contribute additional ideas and arguments
 - f. Correct references in the research
11. The editors can check the papers for up to two (2) readings only. Succeeding readings shall be charged with 50% of the original total amount computed for the manuscript.
12. The regular turnaround time for the proofreading and English editing service is from five (5) to seven (7) working days. On the other hand, for rush requests, the turnaround time is from two (2) to four (4) working days depending on the number of requests received and the availability of the editors.
13. There is also a lead time of 1-2 working days for inquiries via email (ciaae.ltpdu@dlshsi.edu.ph).





E. Process Flow in Availing the Service for the Students

Processes	In Charge
1. Distribution of pool of editors to the Colleges and Departments through Research Chair/Faculty/Coordinator	CIAAE-LTPDU
2. Distribution of pool of editors to the students and inform LTPDU regarding the chosen editors of the students	Research Chair/Faculty/Coordinator
3. Endorsement of students to the pool of editors	CIAAE-LTPDU
4. Communication with the editor, sending of CIAAE Form 002: Request Form for Proofreading and English Editing Services and CIAAE Form 005: Conformance for Professional Services to the Unit in an electronic or printed format.	Requestor
5. Release of the edited manuscript to the requestors together with the charge slip indicating the total amount to be paid	Editor
6. Payment for the service through the Cashier	Requestor
7. Issuance of Certificate of Proofreading and English Editing to the requestors	Editor





F. Process Flow in Availing of Service for Faculty, and Other Members of the DLSMHSI Community

Processes	In Charge
1. Distribution of pool of editors to the faculty and other members of DLSMHSI community	CIAAE-LTPDU
2. Submission of CIAAE Form 024: Request Form for Proofreading and English Editing Services and CIAAE Form 005: Conformer for Professional Services to the Unit in an electronic or printed format. Inform the Unit of their chosen editor.	Requestor
3. Endorsement of faculty and other members of DLSMHSI community to the pool of editors	CIAAE-LTPDU
4. Communication with the editor, sending manuscript to the editor.	Requestor
5. Release of the edited manuscript to the requestors together with the charge slip indicating the total amount to be paid	Editor
6. Payment for the service through the Cashier	Requestor
7. Issuance of Certificate of Proofreading and English Editing to the requestors	Editor

G. Service Fees

Please refer below for the fees:

Regular Turnaround Time (5 to 7 working days)

Below 50 pages (PHP)	50 pages (PHP)	Amount/additional page
833	1,112	22 pesos/page





Expedited Turnaround Time (2 to 4 working days)

Below 50 pages (PHP)	50 pages (PHP)	Amount/additional page
1,112	1,667	33 pesos/page

Note:

Format: Word file

Paper size: Letter (8 x 11)

Double space; Font: Arial Narrow; Size: 12

* An Admin fee of P100 which covers the Proofreading and English Editing requests shall be charged on top of the total amount of their requested service.

* Working days – Mondays to Fridays

H. Payment Process for Requests

1. The editors will send the charge slip indicating the amount of the service rendered to the students, cc LTPDU (ciaae.ltpdu@dlshsi.edu.ph).
2. Once paid, the requestor will submit the scanned copy or electronic **proof of payment/official receipt** via email.
3. A Certificate of Proofreading and English Editing will be sent to the requestors after the completion of the service and the settlement of payment.

I. Payment Process for Professionals

1. The Unit will facilitate the payment for the professionals through PRS and/or payroll credit every month.
2. The Unit and all editors will maintain a record of all the requests to ensure that all services rendered are compensated.
3. The amount to be paid to the editors is subject to tax.
4. The editors will be paid in the amount that the requestors paid less the Admin and service charges (10%) from the net share income.

J. Income Proceeds Allocation

The Admin Fees collected from the payment of requestors shall be used on any of the following:

- Procurement of equipment for CIAAE
- Faculty/Personnel Development
- Community Outreach Programs
- Learning Visits





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- Continuing Professional Development Activities
- Post-graduate courses
- Special events of CIAAE
- Research support

K. Review and Amendment of Proofreading and English Editing Services Guidelines

The Director of CIAAE together with the Chair of LTPDU will review the guidelines annually to ensure that it remains current and appropriate to the changing needs of the DLSMHSI community, the department, and its objectives. This review and amendment are done in consultation with the pool of editors and representatives from the academic colleges and departments.

L. Effectivity

These guidelines are effective April 2022 and supersede previous guidelines released before the effectivity date.

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cc: File, OVCA, Colleges and Departments, FCD, Pool of Professionals





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Appendix A
CIAAE Form 002: Request Form for Proofreading and English Editing Services

Date Requested: _____

Type of Request (Regular or Expedited): _____

Name: _____

Student Number/Employee Number: _____

Year Level & Course: _____

Title of Research: _____

Requested Editor: _____

Signature of Researcher Over Printed Name

Signature of Research Adviser

Rev. April 2022





Appendix B
CIAAE Form 005: Conforme for Professional Services

By signing this Conforme, I have:

- Understood the objectives of *(please check)*:
 - Statistical services
 - English Editing and Proofreading services
 - Translation services
- Understood the step by step process of requesting to avail the service including the turnaround time.
- Sworn to agree and abide with all the provisions stipulated in the guidelines.

Researcher's Signature Over Printed Name
Date

Research Adviser's Signature Over Printed Name
Date





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Appendix C Charge Slip

Name of Requestor: _____
Student / Employee Number: _____
College / Department: _____
Year Level: _____

Professional Service Requested:

English Editing Services
 Translation Services

Title of Research: _____

Number of pages: _____

Description	Amount
English Editing Services	
Translation Services	
Admin Fee	100
Total Amount	

Assessed:

(Signature over printed name)

Date:





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