



Dean's office | Faculty of Arts and Humanities

PROOFREADING SERVICE

Your step-by-step guide to the perfect text!

Procedure:

- Send an inquiry to [gewi.proof-reading\(at\)uni-graz.at](mailto:gewi.proof-reading(at)uni-graz.at)
- After checking the eligibility criteria: The Proofreading Service places an order with a professional.
- The costs of this professional proofreading are covered by the faculty; BUT: The faculty does not cover the costs for editing services already made prior.
- The Proofreading Service returns the proof-read text to you.

Eligibility criteria:

- Eligible people: academic staff of the Faculty of Arts and Humanities, pre-doc and higher.
- Articles for quality-assured publications.
- Lectures at renowned international conferences (appearance must be confirmed).
- For articles with several authors: The main part must be written by the applicant and co-authors must be employed by the University of Graz.
- Limit for cost coverage: € 500.00.
- Proofreading by: agencies or freelancers;
(Specific editors may be requested. However, if they cannot issue an invoice or do not have a trade license, the applicant must draw up a work contract with the respective person themselves. The dean's office will refund the costs afterwards.)
- Submission: 2–3 weeks before the submission date of the finished and finalised article (it does not have to be accepted yet).
- Authors must provide a list of reliable specialist terms.
- Furthermore, if possible, always include at least "University of Graz and Institute of XY" (short biography at the end of the volume or indication of the institution at the end of the article).

Limitations:

- The service only applies to proofreading, not to translations.
- The service is only offered for contributions written in a foreign language.
- The service is not offered for students or editors of publications, but only for employees of the University of Graz and for articles written specifically by them.
- Costs for any editing or proofreading work that has already been carried out without the coordination of the Proofreading Service will not be covered.
- The service is only offered once per text. Multiple revisions are not possible.

Universität Graz | University of Graz
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