

## Word Nerd Editing Terms & Conditions for students

Special terms apply to students and you must agree to these terms before I undertake any work for you.

Please read through the following Terms and Conditions carefully and raise any questions you may have with me in advance of engaging my services:

- I will not undertake any rewriting of your work or make suggestions to improve your argument, such as pointing you to secondary sources. Instead, I make corrections to spelling, grammar, punctuation and word order using Track Changes in Word or markup tools on PDF.
- If sense is unclear or meaning ambiguous I will make suggestions or raise queries using the comment feature in Word or the highlight tool on PDF – this ensures that you retain authorship of your work as you will need to go through it to accept/reject any changes or suggestions I have made. This is of particular importance with academic work, which needs to be your own.
- I will flag any areas where I think a citation may be missing or if the sense is so unclear as to be uneditable.
- I correct any spacing issues with Track Changes switched off as this makes the marked-up copy easier for you to check through. I can also make changes to punctuation, for instance, incorrect use of semicolons, in this way, on request. Please inform me in advance if you would prefer me to make all changes with Track Changes switched on.
- You need to get the work to me in good time to have it back, ideally at least 48 hours before your submission deadline for shorter assignments, such as an undergraduate dissertation, or up to a week or more for longer pieces of work. This is to ensure you have enough time to go through my suggestions and make any changes before submission, and to allow time for me to check over the changes one last time (see the point below).
- If you have left sufficient time I will check through your final draft after you have accepted/rejected my edits. This is included in the original quoted price. Any substantial changes or additions that you wish me to go through will be charged per 1,000 words (or part thereof), based on the original, agreed-upon rate for the same.
- Payment is due, in full, on completion. If we have not worked together before, I will return your work watermarked, along with my invoice. I will send the unwatermarked version on receipt of cleared funds in my account. Please notify me when you have sent the payment so that I may send your file as soon as possible.
- I do not offer payment by instalments except in exceptional circumstances, at my discretion. Please inform me as soon as possible if this is likely to be an issue for you. A surcharge of 50% will be applied to the total charge where this has not been agreed in advance.
- I accept no responsibility for your final grade, either for the assignment worked on or overall.
- If, on commencement of the work, I find that the work required was not accurately represented by the sample sent, I reserve the right to renegotiate the fee and deadline or refuse to undertake the work.
- Payment is by direct bank transfer only. My bank details will be provided on my invoice. I offer a 5% discount for work paid for in advance. Please note that, regardless of any discount for advance payment, the proviso above regarding renegotiation still applies.

- I will flag any areas that appear to be missing a citation. However, I will not check your work for plagiarism as a matter of course. It is your responsibility to ensure you are not plagiarising the work of others.
- I will check over any bibliography or reference list provided. However, if there are a lot of inconsistencies of presentation, I will apply the required style only to the first five entries, to provide a model for you to correct the remainder.
- I reserve the right to refuse any previously agreed-upon work where this is submitted after the date agreed or apply a surcharge to the price quoted, at my discretion.
- I will direct your tutor/supervisor to these Terms and Conditions to ensure that they align with your institution's requirements regarding the use of professional editing services. This is for your protection as well as mine.
- By accepting my quote and sending me your work, you confirm that you agree to these Terms and Conditions in full.

Late payment and debt collection fees:

- In the case of late payment, I reserve the right to apply a late fee of up to 10% of the original invoice for services provided.
- I also reserve the right to engage the services of a debt collection agency should repeated requests for payment be ignored. If I engage the services of such an agency, you will also become liable for any charges I incur for their services, and these charges will be added to your bill.
- I will endeavor to give fair warning of any such action taken on my part and give you a reasonable amount of time to make payment in full or negotiate payment by instalments. However, please note that such an arrangement will incur a 50% surcharge being added to your bill where not made in advance.

Refer to the Government's [Late Payments Act](#) for more details.