



# THESIS PROOFREADING AND FORMATTING

<http://www.mythesis.com.au/> | [bj Somerset@gmail.com](mailto:bj Somerset@gmail.com) | 0487635539 | As at 11.2019.

## MEMORANDUM OF UNDERSTANDING

This MOU is made between Thesis Proofreading and Formatting (the **Provider**) and the **Candidate**.

### THE COST

Proofreading	Stage 1: Per 10,000 words. University funded \$300. Candidate funded \$220. Stage 2: Per 10,000 words. University funded \$280. Candidate funded \$200. NOTE: The Provider will issue a new Quote to the Candidate if the University later advises it will fund proofreading costs.
Formatting	\$50 per hour. The Candidate needs to complete a <a href="#">CHECKLIST for formatting instructions</a> .
References	\$50 per hour for checking and cross-checking.
Amendments	\$40 per hour. For substantial amendments after proofreading and formatting has been completed and/or after examination.

**The Provider** will calculate a word count based on the following unless otherwise advised:

Preliminary pages, the abstract, all chapters, captions, text in figures, tables and graphs (calculations checked where possible), appendices and footnotes.

**The Provider** will supply a provisional Quote upon enquiry; a final Quote after receipt of the Work; and will submit an Invoice with the completed Work. The Invoice will be calculated on whether the Candidate or the University is funding the Work.

**The Candidate** will indicate to whom the Invoice should be addressed and agrees to pay within 7 days of receipt.

### THE WORK

**The Provider** will proofread the Candidate's thesis on the assumption that Supervisors have completed reading it, notwithstanding extenuating circumstances.

**The Provider** will estimate a time for completing the Work. This time may change depending upon intensity.

**The Provider** agrees that two people will proofread the Work, use MSWord's Track Changes, and provide a Report with editorial, proofreading, formatting and referencing comments as required. The decision to accept or reject the Provider's suggestions rests with the Candidate and his or her Supervisor.

**References:** In text, parenthetical references and the reference list. Candidates need to state which Style of referencing has been used. A reference list cannot be proofread in its entirety; it is checked for typographical errors, layout and style. Examples are given of formatting and punctuation issues relating to the Reference style used.

**The Candidate** should remove all Track Changes and Comments before sending the Work to the Provider and before returning it to the Provider for a final checking of layout.

**The Provider** will maintain strict confidentiality regarding the Work and will discard it upon completion.

**The Provider** has the option to return the Work if the writing is not of an academic research standard.

.../end