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| logo-mdchula1 | Request Form for English Editing Research affairs, Faculty of Medicine, Chulalongkorn University |
| **1)** | **Information of Requestor*** Name-Surname (English) : ………………………………………………… Division…………...................
* **ชื่อ-นามสกุล (ภาษาไทยพร้อมระบุตำแหน่งทาวิชาการ).....................................................................................**
* Status Staff of Faculty of Medicine Staff of King Chulalongkorn Memorial Hospital
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|  | * Office tel. No……………………..… Mobile tel. No…….….….….….…… Email………..…….…………
 |
|  | Manuscript title ……………………………………………………………………………………………………… |
|  | * *Expected journal to be published (must be indexed in ISI/Scopus)………………………………(พร้อมแนบหลักฐานแสดง)*
* *Do you require an English editing certificate yes no*
* Due date plan to submit …………………………………………(not exceeding one month)

 I will pay the English editing fee in full if I submit my manuscript beyond the due date |
| **2)** | **Check Plagiarism (Turnitin)** 🖵 Plagiarism checked by using Turnitin (<http://www.car.chula.ac.th/turnitin.php>) = ..........% (Please attach the result file) Note: If the similarity index is more than 25%, there’s a high possibility that there is some plagiarism. Please recheck your manuscript, rephrase and apply Turnitin again before submitting for English editing.After rechecking the result (in case the similarity index is > 25%), if you think there is no plagiarism present in your manuscript, please check below: 🖵 I have rechecked my manuscript and certify that there is no plagiarism. |
| **3)** | **English editing service**

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| **Level** | **Service Description** |
| 1. Basic | Includes simple proofreading and basic editing to achieve a grammatically correct and professionally polished scientific document. Includes correcting spelling, grammar, punctuation, verb tense consistency, noun-verb agreement, and formatting consistency. |
| 2. Advanced | Includes all features of Basic service as well as editing for clarity and style at the sentence level. Includes eliminating jargon, smoothing language, and rewriting sentences to improve clarity. |
| 3. Professional | Includes all features of Basic and Advanced service as well as extensive editing as needed to maximize clarity and impact. Includes stylistic editing at the document level. May include significant re-writing and reorganization of paragraphs to improve clarity and impact. |

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| **Working process and turn around time** | **Service fee** |
| **< 5 pgs** | **> 5 pgs** |
| * finish 1st draft within 7 days (authors respond sending the revision file within 7 days)
* finalize the manuscript (within 3 days)
 | 3,000.-(Baht/ manuscript) | 600.-(Baht/page) |
| * reformat or minor revision

 - 1st time: free - next time: 500 baht each* Major revision: 500 baht each
 |  | 500(Baht/page) |
| **Service fee quote & payment**1. Adjust the font to be Times new Roman 12
2. Use the journal’s format
3. Set up the margin of the page Lt. & Rt 2.5 cms.
4. All lines count (excluding references ) divided by 28 is the number of pages
5. The service fee will be quoted by the research affairs officer.
6. Author accept to pay the extra amount that exceed the CU payment support.
7. If author cannot provide submission evidence to Research Affairs within 4 weeks after the English editing service had finished, all payments will be the responsibility of the author.
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| **4)** | **Important issues**1. Please specify affiliation of the author(s) using “ Faculty of Medicine, Chulalongkorn University”
2. After the service is completed, please send us feedbacks using “Evaluation form” download from [**http://rs.md.chula.ac.th**/ดาวน์โหลด/การบริการตรวจแก้ภาษาอังกฤษ/](http://rs.md.chula.ac.th/%E0%B8%94%E0%B8%B2%E0%B8%A7%E0%B8%99%E0%B9%8C%E0%B9%82%E0%B8%AB%E0%B8%A5%E0%B8%94/%E0%B8%81%E0%B8%B2%E0%B8%A3%E0%B8%9A%E0%B8%A3%E0%B8%B4%E0%B8%81%E0%B8%B2%E0%B8%A3%E0%B8%95%E0%B8%A3%E0%B8%A7%E0%B8%88%E0%B9%81%E0%B8%81%E0%B9%89%E0%B8%A0%E0%B8%B2%E0%B8%A9%E0%B8%B2%E0%B8%AD%E0%B8%B1%E0%B8%87%E0%B8%81%E0%B8%A4%E0%B8%A9/) and send to research affairs via fax 02-2564455 # 19 or e-mail; mdcuresearch@chula.ac.th
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|  | **Signature ………………………..………………………………….……… Date ………….………………………**  |