



NISC English-language editing service Information for authors

The service is targeted at manuscripts, submitted for publication in NISC journals, whose content is sound scientifically but in which the communication and/or structure of the scientific content requires improvement. Manuscripts will be accepted for editing at the pre-review and/or post-revision stages. Submissions will often be referred from the journal's scientific editor, but submissions directly from authors are also welcomed.

For manuscripts requiring only copy editing, a fee of R70 (plus VAT if applicable) per 250 words of text (roughly a double-spaced A4 page) will be charged. For manuscripts requiring more substantive or structural editing, a fee of R100 (plus VAT if applicable) per 250 words will be charged.

The work is contracted to discipline specialists, who sign a confidentiality agreement to ensure the manuscript content remains confidential.

Scope of the service provided

A *copy edit* will address the following aspects:

- Punctuation, spelling and grammar
- Correct word usage and accuracy
- Sentence construction
- Redundancy, repetition and ambiguity
- Consistency and appropriateness of tense
- General readability and language clarity
- Table and figure captions
- Adherence to journal style and format.

A *structural edit*, in addition to the above, will also include editing of the manuscript structure for organisation and to achieve a logical flow of ideas.

An optional second edit is available free to enable authors to respond to any editorial queries.

The service does not include:

- appraisal of the research content – this is part of the journal's peer review process
- translation of text.

Additional options authors can select (we will provide a quote):

- Verification, editing and formatting of references
- Editing of a resubmission letter/response to reviewers' comments.

Acceptable file formats

Manuscripts for editing should be submitted in MS Word format. Figures and tables may be embedded within the Word document or, if they comprise large or complex files, may be supplied as separate files (preferentially in PDF or PPT format). Manuscripts are edited using the 'Track Changes' function and comments/queries to the author inserted using the 'Comment' function. For security purposes, opening of the file will be password protected.

Terms and conditions

- Authors must approve the fee before the manuscript is sent to an editor for editing
- The turnaround time for the initial edit is five working days, and that of the optional second edit is three days
- The edited manuscript and invoice for the work will be returned together
- Payment is by credit card or direct deposit by the author or their funding institution.

Manuscripts for editing should be submitted by email to editing@nisc.co.za