

***What my proofreading service covers for students submitting work to be assessed:***

- Checking and correcting misspelling and incorrect punctuation using track changes in Word so that you can accept or reject every individual amendment, or using highlighting and sticky notes in PDF, which you'll then have to manually transfer to the file.
- Ensuring that the work follows the conventions of grammar and syntax used in written English (including in any footnotes, endnotes or appendices). This can include rewording parts of a sentence or a whole sentence in order to clarify your English, which can be in US or UK spellings.
- Making notes (using comments balloons/bubbles) for you where the meaning of the text is unclear or confusing. The notes will outline the problem so that you can then amend the text. The reason I don't rewrite the sections is that I could accidentally change the content/meaning as I may not be an expert in the field you're writing about, and it could also raise potential collusion issues.
- Identifying the incorrect use of words and suggesting alternatives or the need for you to investigate alternatives. However, this doesn't mean I make stylistic changes to make the work more 'academic' or 'professional'.
- Ensuring consistency in terms of spelling (e.g. hyphenation or spelling choice when two options are correct e.g. focusing/focussing), punctuation, capitalisation and other aspects of style, for example using double or single quote marks and using e.g., etc. and i.e. consistently. I will also ensure consistency of formatting and that chapter, table and figure numbering is sequential and correct but I will not create these elements from scratch.
- Suggesting ways of cutting very long sentences or dividing very long paragraphs but not cutting the overall word/page count of the thesis.
- Noting errors in the punctuation and/or format of in-text quotes but not correcting them as quotes need to match exactly what the original states, unless it's a translation made by you (which it should state), in which case I will make the amendments using track changes.
- Highlighting inconsistencies in tenses but not editing them unless they are incorrect.
- If your university permits, correcting spelling errors in the references and bibliography and highlighting inconsistencies for you to correct in line with the reference style (e.g. Harvard or Vancouver). However, I don't cross-check the details with any external sources nor do I research them to add in missing information. If the work is submitted to me and it's clear that no style has been followed, I will return the reference section to you to work on as most university guidelines state that I cannot implement the style from scratch. I will then check the section once you have done this.

Where I have provided comments for you to re-write certain sections, my initial quote covers me checking your corrections to these sections. However, I will only check those specific sections so you must make the amendments/corrections using track changes or by highlighting the text so that I can easily locate the updated text. This service is offered **once** so it is advisable for you to work through the entire file and then send it to me in one go, along with any queries you may have by email.

***About Kate Haigh / Kateproof***

I confirm that I am registered as self-employed and pay my own income tax and National Insurance contributions. I do not charge VAT and do not have a VAT registration number.

***Acceptance of terms and conditions***

Please confirm in writing when accepting my quote and schedule that you accept these terms and conditions.

### ***Payment***

Unless otherwise agreed in writing, all fees are payable in GBP by bank transfer within 30 days of invoice to the Client.

I reserve the right to charge interest on overdue accounts in accordance with the terms set out in the Late Payment of Commercial Debts (Interest) Act 1998 as amended and supplemented by the Late Payment of Commercial Debts Regulations 2002.

### ***Storage of work/Privacy and the General Data Protection Regulations***

Unless otherwise agreed, I will keep files on my system for a minimum of seven (7) years. If you want me to delete the files from all systems at an earlier date, please advise and I will happily do so. While working on files, I use password-protected cloud-based back-up storage; however, if you would rather I don't do this with your files, let me know and I will back up the files on an external hard drive.

I do not pass work or Client details to third parties. The nature and content of the work will be kept confidential and not made known to anyone other than the Client and its contractors without prior written permission.

As a sole trader, to fulfil my legal obligations to HMRC (the UK tax authority), I need your name and address for my invoice; if the company/organisation you are working for is to pay, I need the address of their accounts department. This is the only personal information I will request and the data will only be used on the invoice. I have to keep these invoices for seven (7) years for tax purposes but if after that period you want me to delete the details, please get in touch. Your details will also be stored in the email you sent to me, but will not be put into a database, will not be passed to any third parties and will not be used for any marketing purposes by me.

### ***Terms of work***

The Client will pay the fee quoted and will receive the work as per the agreed schedule unless:

- on receipt of the file or at an early stage, it becomes apparent that significantly more work is required than had been anticipated (e.g. if the sample I've seen does not reflect the overall quality of the file), in which case I may renegotiate the fee and/or the deadline or choose not to proceed with the work;
- or during the work, additional tasks are requested by the Client, in which case I may renegotiate the fee and/or the deadline.

### ***Cancellation/Amendment of schedule***

If I have blocked out time for work for the Client and the Client cancels the work or changes the schedule within 7 (seven) days of the original schedule's due start date/time, I reserve the right to charge for the time/project.

### ***Liability/Responsibility***

I do my utmost to ensure all files are correct and free of errors; however, I can offer no guarantee of this. The mark that you are awarded by your university/college is not within my control and I cannot be held legally responsible for a lower than expected mark in relation to any material proofread by me.

It is your responsibility to ensure that your university/college/other academic institution allows you to use the services of a professional proofreader. Some universities prohibit the use of a professional proofreading service or have very strict rules relating to the work a proofreader can do, and a breach of any such rule could result in very serious consequences for you. If your university has set guidelines for what a proofreader can and can't do, please send them to me prior to starting the work. Also, it is your responsibility, where applicable, to ensure that you comply with all rules and requirements relating to using a professional proofreader (e.g. declaring your use of a proofreader on your submitted work).

***Jurisdiction***

These Terms and Conditions are governed, interpreted and enforced in accordance with the laws of England and Wales and therefore shall be subject to exclusive jurisdiction of the English courts without reference to rules governing choice of laws.