

國立成功大學文學院外語中心英文論文校稿服務要點

Directions Governing the English Proofreading Service at the Foreign Language Center,
National Cheng Kung University

108.09.19 院務會議修正通過

105.10.06 院務會議修正通過

99.06.24 院務會議通過

Amendment adopted by the College Faculty Meeting, Sep. 19, 2019

Amendment adopted by the College Faculty Meeting, Oct. 6, 2016

Adopted by the College Faculty Meeting, June 24, 2010

第一點、目的：

為推動本校師生論文的國際化，以提升本校的學術地位，外語中心（以下簡稱本中心）聘請專業的外籍人士（以下簡稱潤稿員），成立英文論文寫作服務小組，提供本校教師及研究生(以下簡稱申請人)撰寫英文論文時所需之校稿協助。

I. Purpose

To propel the internationalization of the University's publications and to elevate the University's academic level, the Foreign Language Center (abbreviated below to 'FLC') has formed the English proofreading service section, composed by professional proofreaders (abbreviated below to 'proofreaders'), to assist the University's faculty and students (abbreviated below to 'applicants') in proofreading their English writing.

第二點、對象與資格：

本校教師及研究生。

II. Eligibility

This service applies to all faculty members and students of the University.

第三點、編修範圍

潤稿(proof-reading)並非審稿(reviewing)，也非翻譯(translating)，主要係以修正英文拼字、文法、標點符號、大小寫、用字、句法、文句或篇章連貫性、及可使意義清楚而作的換字等之修改。參考文獻及圖表說明若需編修，以潤稿員同意為原則。其他如論文重寫或整段不順，簡化重覆的文句或整段文句的調換等大幅修改，則不在編修範圍之內。至於文章內容，考量各研究領域之專業性及獨特性，潤稿員不會任意更動或修改，也不會質疑其適切性。潤稿後的內容是否能被指導教授或投稿期刊等單位接受，亦不在本中心校稿服務範圍內。

III. Definition on Proofreading

Proofreading is not reviewing or translating. It aims at correcting spelling, grammar,

punctuation, capitalization, word choice, syntax, cohesion, and other aspects in writing. In addition to the text, references and captions can be edited if the proofreaders consent. The proofreading scope excludes rewriting, simplifying repetitive sentences, or rearranging paragraphs, or other large scale changes in texts. Considering the professionalism and distinctiveness of individual research fields, the proofreaders will not revise the contents or question correctness of information and data. The FLC and proofreaders are not responsible for whether the thesis/dissertation advisors or the publication editors accept the manuscripts.

第四點、送件注意事項

- (一) 請於本中心網站下載申請單，填妥並簽名後掃描，連同需校稿之文件寄到 flcproofread@gmail.com，請勿直接寄給潤稿員。申請單未填寫完整或簽名者將退件，請詳填後再重新送件。曾有送件者，請勿以舊郵件寄送新稿件，以免混淆。寄件成功後會收到轉寄副本，若無收到，請務必打電話來外語中心確認稿件是否送寄成功，以避免延誤。
- (二) 送件受理期間為週一~週五上班時間(上午八時至下午五時)，平日下班時間、假日、颱風假送件者，申請日視同次一上班日。
- (三) 本中心網頁有潤稿員之學經歷介紹，送件者可以指定。若申請時未指定，本中心將根據潤稿員稿件量分派。為確保三方(申請者、潤稿員及本中心)的訊息一致，與潤稿員溝通的往返信件務必同時副本給本中心，否則本中心無法協助處理突發狀況。
- (四) 論文較長者可分次寄送稿件，但請依照章節先後順序送件，以維持稿件內容一致性。申請潤稿時請確定欲編修稿件之版本，申請提出後，除特殊情況，不得任意要求更換版本。

IV. Guidelines for manuscript submission

1. The application form is available to download at the FLC website. A scanned file of the completed application form with the corresponding or first author's signature, along with the manuscript, shall be sent to the FLC (flcproofread@gmail.com) directly. The manuscripts will be passed to the proofreaders only when the application form is completed. A new application shall be submitted by a new email thread in case of confusion. Successful application emails will be sent to both the proofreaders and the applicants. The applicants is advised to make a conformation call to the FLC to avoid mail lost during the process.
2. If the application is sent after 17: 00 on a workday or anytime on a holiday (or typhoon day), the next workday shall be marked as the application date. To ensure a smooth administration process, the proofreaders, and the FLC, the FLC shall be included in the email correspondences between the applicants and the proofreaders. Failing to do so may result in conflicts that cannot be assisted by the FLC.
3. The applicants can choose their preferred proofreader based on the profiles published on the FLC website. In the case of no preference being indicated in the application, the FLC

will distribute the manuscripts based on the proofreaders' availability.

4. Long manuscripts can be submitted chapter by the chapter to maintain consistency. The applicants are not allowed to change the version of the manuscripts after the application is approved. After submission, the applicants cannot change the version except for special conditions.

第五點、論文形式：

以電腦 Word 輸出，12 字元，兩倍行距，單欄式編排。格式未符合規定者將退件，請重新修改稿件格式後再申請。word 檔案夾帶圖檔後如果太大（例如：超過 15MB），潤稿員可能編修完成後無法寄回，建議可把文內的圖表和參考文獻拆開，以另外一份檔案（如：PDF 檔）讓潤稿員參考。

V. Manuscript format

The manuscript shall be double-spaced, and typed in single column throughout. Applications will be accepted when the formats meet the requirement. If the file size, including figures and pictures, exceeds 15 MB, the corrected manuscripts may not be successfully returned to the applicants via email. It is suggested to send the text and the figures/pictures/appendices, in separate files, and provide pdf version of the complete paper as the proofreaders' reference.

第六點、校稿時間

校稿工作天不含例假日。編修字數一萬字以內者，交件日自申請日翌日起需 7 個工作天（不含例假日）；一萬字以上自申請日翌日起至少需 14 個工作天（不含例假日），否則視同急件。因本中心的稿件量大，申請時避免填寫少於五天的交件日期，實際交件日期以潤稿員及申請人共同協調出的時間為準。若需先估價，正式校稿起始日以申請人接受潤稿員的報價開始計算。

VI. Working days for proofreading

The working days for proofreading exclude weekends and holidays. It takes a minimum of 7 business days to complete the text of 10000 words or below, and a minimum of 14 business days for texts beyond 10000 words, counting from the date when the negotiation among all parties is completed. Documents to be completed in a shorter time are considered rush service. Due to a large amount of manuscripts received in the FLC, the applicants are advised to sufficient time for proofreading and office handling. If a price quote is necessary, the working day shall start from the date when the applicants consent to the price quote.

第七點、退稿

若稿件的英文造成潤稿員無法看懂及修改時（如，以翻譯軟體翻譯之英文），或是所送文件在無註明出處或使用引號情況下，抄襲或剽竊他人文章，本中心有權退件；但已修改部份，申請人仍需付費。

VII. Rejection:

Manuscripts that cannot be comprehended by the proofreaders (i.e., translated by software), or contain plagiarized texts from unknown sources, will be rejected. However, the applicants are required to pay for the revised sections.

第八點、計費方式

- (一) 短篇文件(約 1-2 頁之摘要)校稿時間若在 15 分鐘內，則以 15 分鐘為計價單位，金額為 250 元整。文章校稿時間超過半小時者，則以每半小時為最小計費單位，例：45 分鐘，則以 1 小時計之收費；半小時為 500 元整。每筆申請加收潤稿總費用之 10% 為行政服務費。
- (二) 若有經費限制，請於申請單註明，並於信件標題註明 Price Quote，恕無法指定潤稿金額及時數上限。為避免紛爭，一次只能要求一位潤稿員估價，在回信確認拒絕前一潤稿員後，本中心才會將稿件送下一位潤稿員估價。

VIII. Charges

1. The charge is calculated by the time spent. Short documents (approximately 1-2 pages) which are completed within 15 minutes are billed 250 NTD based on a 15-minute billing unit. If the proofreading time exceeds 30 minutes, the minimum billing unit is 30 minutes. Manuscripts that requires 30 minutes for proofreading are billed 500 NTD. Manuscripts that requires 30-45 minutes for proofreading are billed 1 hour. A 10% service fee is added to the total charge.
2. If the applicants have restricted budget, a request for “Price Quote” shall be specified in the application form and the email. Any request for a maximum amount of proofreading fee is not allowed. To avoid disputes, the applicant shall inquire about only one proofreader’s price quote at a time. After receiving a decline letter from the author about the price quote, the FLC will forward the price quote request to look for another proofreader.

第九點、交件及繳費方式：

校稿完成後，本中心將以 email/簡訊/電話通知費用。申請者須於完成繳費後，本中心才會寄回完稿。繳費方式採線上繳費，請依網頁指示至 ATM 或金融機構臨櫃繳費。若對完稿有疑義，請具體明確向潤稿員提出，並以副本知會本中心。若需大幅度修改將酌收費用，若無具體提出疑義，則視同該次校稿服務正式完成，不得異議。

IX. Delivery way and payment channel

When the proofreading is completed, the FLC will inform the applicant of the charge via email/text message/phone. The corrected version of the manuscripts will be returned after the payment is made. The payment can only be made online. Online payments should be made to the Bank of Taiwan or any ATM following the instruction on the website. Specific questions regarding the revision comments should be sent to the proofreaders, with a copy to the FLC; otherwise, the proofreading process is considered complete and the applicant shall raise no objections.

第十點、正式收據

- (一) 申請單上收據抬頭請填寫清楚，繳費完成後恕無法更改。未經由本中心送件者，恕無法開立收據。另，潤稿服務對象只限在職之成大教職員工生(不包含校友)，若要幫眷屬申請潤稿服務，其收據抬頭也僅限國立成功大學、財團法人成大研究發展基金會、成大醫院或成杏基金會。
- (二) 正式收據開立時間恕不得提前或延後。每月 15 日前繳費者，於該月 20 日左右開立；每月 16 號至該月月底繳費者，於隔月 5 日左右開立。上述開立時間若遇例假日順延。線上繳費因入帳需較長工作天，請提早繳費。若有經費核銷或收據日期開立相關考量，請務必自行估算交件及繳費日期後，提早送件。
- (三) 正式收據開立後，請依本中心通知，攜帶臨時繳費收據至本中心領取正式收據，恕不代理郵寄。如代領人不便拿取繳費收據，可拍照出示或現場核對申請單資料。

X. Official receipt

1. The receipt payee shall be clearly provided and cannot be changed after the payment is made. The applicants who do not submit manuscripts via the FLC will not receive the University's official receipts. Only NCKU faculty, staff, and students (alumni excluded) are entitled to apply for the FLC proofreading service. If the applicants help their family dependents apply, the receipt payees are restricted to NCKU, NCKU Research & Development Foundation, NCKU Hospital, and CHENG-HSING Medical Foundation.
2. The issuing date of the official receipts cannot be earlier than the completion day or later than the payment is made. The official receipts will be issued around the 20th day when the payment is completed before the 15th day of the month. The official receipts will be issued approximately on the 5th day in the following month when the payment is completed between the 16th to the last day of the month. The above mentioned issuing dates will be postponed when they fall on holidays. Applicants who pay online or plan to get reimbursement from other institutions are advised to pay earlier, so the receipts can be issued on time as the transaction also requires time.
3. The applicants are required to pick up the receipts from the FLC in person, with the proof of payment. No mailing service for the official receipt is offered.

第十一點、本論文校稿服務辦法，經文學院院務會議討論通過後施行，修正時亦同。

XI. The Directions are adopted and implemented by the College Faculty Meeting, as shall amendments when they are made.