

Date of application: \_\_\_\_\_

English Proofreading Application Form  
論文等英語校正依頼書

To Director of the Center for Global Education and Research:

I have fully understood the policy for English proofreading by a GER instructor, and I hereby request the following writing to be proofread.

Faculty (所属):

Name:

1. Writing to be proofread 論文等の情報

Title:

Field: \_\_\_\_\_ (e.g., Physics)

2. Length: \_\_\_\_\_ ( ) English words    Payment due: JPY ( )

\*Proofreading fee is JPY2,500 per 300 English words for medical fields and JPY2,100 per 300 English words for non-medical fields.

3. Academic organization (society, association, etc.) for the paper to be submitted to 提出先

( )

4. Requested deadline for proofreading 希望する校正期限

※本依頼書は、希望する校正期限の5営業日前までに提出してください。ただし、校正者の本務の業務量により、依頼をお断りする場合や希望日に間に合わない場合もありますのでご了承ください。

Please submit this application at least 5 business days prior to the desired deadline. However, please note that application might be declined or it may not be possible to get it back quickly depending on the proofreader's schedule.

Month ( ) Day ( ), Year ( )

5. Form of the presented writing

Printout 紙

Electronic file 電子ファイル

Software used: \_\_\_\_\_ (e.g. Word)

Printout and electronic file (preferred) 紙と電子ファイル (推奨)

6. Budget code (依頼者の移算元コード) \_\_\_\_\_

7. Special remarks 補足事項等

( )