

# How to request journal article proofreading service

Research Planning Team

# Outline of the process of journal article proofreading 1/2

[[①Upper menu bar)Research]→[[②Menu)Academic activity application – Request journal article proofreading]→[[③Button)Fill out request form]→[[④Pop-up)Enter details]→[[⑤Button)Submission]

☆ 메뉴검색 | Timeout 02:55:56 | 성균관대학교

학사일정 | 신청/자격관리 | 학적/개인영역 | 수업영역 | 학업영역 | 비교과영역 | IT 서비스 | 연구 | ① Research

(산단)기타소득원천징수영수증 | 연구참여확약승인 | 지식재산권 | 학술활동신청 | ② Request journal article proofreading

계시판(필독)  
관련양식  
신청서제출  
발명신고  
해외출원신청  
프로그램등록신청  
연구노트신청  
발명자변경신청  
연구과제변경신청

WORK BOARD  
국내업무(발명자)  
해외업무(발명자)  
기타/프로그램(발명자)

내IP현황

☆ 메뉴검색 | Timeout 02:59:39 | 성균관대학교

학사일정 | 신청/자격관리 | 학적/개인영역 | 수업영역 | 학업영역 | 비교과영역 | IT 서비스 | 연구 | 수업튜터(TA) |

국제학술지게재논문교열. ✕

③ Fill out request form

☆ 연구 > 학술활동신청 > 국제학술지게재논문교열신청

신청매뉴얼 | 신청지침 | 신청서작성

성명 | 학번 | 신청년도 2021 ~ 2021 | 승인구분 전체 | 조회

Total 1 / 3

진행상태	접수번호	논문명	ISI	게재지	소속대학/학부	소속학과/전공	개인번호	신청자	신청일	신청업체	처리일	보류/반려사유
접수	I-2021-0010-001	English Title	SCI(E)-E	TEST					2021-07-06	이나고		
결재요청	I-2021-0005-001	test subject	SCI(E)-E	TEST					2021-04-21	이나고	2021-04-21	
결재요청	I-2021-0004-001	test subject	SCI(E)-E	TEST					2021-04-21	이나고	2021-04-21	

# Outline of the process of journal article proofreading 2/2

[(①Upper menu bar)Research]→[(②Menu)Academic activity application – Request journal article proofreading]→[(③Button)Fill out request form]→  
[(④Pop-up)Enter details]→[(⑤Button)Submission]

☆ 메뉴검색

Timeout 02:59:57

성균관대학교  
SUNGKYUNKWAN UNIVERSITY

김성수 | 2013710214 (융합의과학과)

↶

학사일정 | 신청

④ Pop-up

국제학술지게재논문교열신청

×

국제학술지게재논문교열..

×

☆ 연구 > 학술활동신청 > 국제학술지게재논문교열

성명 김성수 학번

Total 1 / 3

진행상태	접수번호	English Title
접수	I-2021-0010-001	English Title
결재요청	I-2021-0005-001	test subject
결재요청	I-2021-0004-001	test subject

교열희망업체

출력

교열업체	<input type="radio"/> 하리스코 <input type="radio"/> 이월드에디팅 <input type="radio"/> 에디티지	교열분야	<input type="text"/> <input type="text"/> <input type="text"/>
	<input type="radio"/> 이나고 <input type="radio"/> 내부전문가(생명과)		
교열선택	<input type="radio"/> 일반교열 <input type="radio"/> 재교열	포맷팅 희망	<input type="radio"/> 예 <input type="radio"/> 아니오                     커버레터 희망 <input type="radio"/> 예 <input type="radio"/> 아니오

신청자

교열본을 받는 이메일 주소가 여러 개일 경우 (세미콜론)으로 구분

성명	한글	영문	소속
연락처			이메일

논문제목

영문

논문게재 예정 국제학술지

학술지 조회 시 정확한 명칭(full name)을 입력

ISI Type	학술지명
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논문게재정보

요청사항

제1저자	신분	영어표현	교열증명서 신청
교신저자	논문분량(Page수)	교열완료희망일	(신속한 교열이 필요한 논문에 한하여 기입)
투고예정국가		요청사항	

☐ 첨부파일
 ☒ 첨부서류 : 1. 교열 신청 논문 1부
 파일찾기 삭제

☐ 첨부파일 : 논문교열신청서 첨부
 신청서 다운로드
 파일찾기 삭제

조회된 데이터가 없습니다.

조회된 데이터가 없습니다.

1. MS-WORD로 작성 / 2. 제목 총저자, 소속, mailing address 반드시 표기 / 3. 논문에 소속이 [성균관대학교, Sungkyunkwan University]로 되어 있지 않으면 논문교열 의뢰 제한

⑤ Submission

신청지침 제출 닫기

⑤ Publication Information/Request ⑥ Attachment

- ① Proofreading vendor
  - [1] Proofreading vendor selection
  - [2] Type of proofreading
  - [3] Proofreading category [4] Format options
  - [5] Cover letter option
- ② Submitter
  - [1] Name in Korean [2] Name in English
  - [3] Affiliation [4] Contact information
  - [5] Email address
- ③ Journal title
  - [1] Journal title in English
- ④ Name of the international journal where the article will be published
  - [1] ISI Type [2] Journal name
- ⑤ Publication info
  - [1] First author [2] First author status
  - [3] Corresponding author
  - [4] Length (Number of pages)
  - [5] Countries to be submitted
- ⑥ Type of English
  - [1] Type of English
  - [2] Request for proofreading certificate
  - [3] Expected date of proofreading completion
  - [4] Requests
- ⑦ Attachment
  - [1] Find file [2-1] Check box [2-2] Delete
- ⑧ Attach request form for proofreading
  - [1] Download request form [2] Find file
  - [3-1] Check box [3-2] Delete

- 4/21 -

교열희망업체

출력

교열업체[1]	<input type="radio"/> 하리스코 <input type="radio"/> 이월드에디팅 <input type="radio"/> 에디티지 <input type="radio"/> 이나고 <input type="radio"/> 내부전문가(생명과)	교열분야[3]	<input type="text"/> <input type="text"/> <input type="text"/>
교열선택[2]	<input type="radio"/> 일반교열 <input type="radio"/> 재교열	포맷팅 희망[4]	<input type="radio"/> 예 <input type="radio"/> 아니오[5] <input type="radio"/> 커버레터 희망 <input type="radio"/> 예 <input type="radio"/> 아니오

## [1] Proofreading vendor selection \*Mandatory

- Choose from Harrisco, eWorldEditing, Editage, Enago or the internal expert (Dr. Min-seong Choi from the Biological Science Dept.)
- Overall settings to be entered, based on the agreement between the SKKU and vendors

## [2] Type of proofreading \*Mandatory

- [General proofreading]: Please tick the box if it is the first proofreading of this journal article.
- [Re-proofreading]: Please tick the box if your journal article or a similar journal article was ever submitted for proofreading before.  
In this case, please enter the previous application number assigned by this system in the field "[Request]"

※ Application number format (Example) I-2021(Year)-0000(Order of submission)-001

## [3] Proofreading category

- When selecting Editage or Enago, please also select, "Option detail" in the Proofreading Category.

## [4] Format options

- In the case of using Editage and Enago, you should specify whether you need formatting service as well, via the tick box on the screen.  
(The formatting service is provided by Editage and Enago only. For the rest of the vendors, formatting service is not offered.)

※ Formatting service A service that edits the manuscript to fit the format required by the international journal.

## [5] Cover letter option

- In the case of using Enago, you should specify whether you need [Cover letter service] via the tick box on screen.  
When using another vendor aside from Enago, please upload the cover letter in the attachment section.

신청자

교열본을 받는 이메일 주소가 여러 개일 경우 ;(세미콜론)으로 구분

성명	[1] 한글   <input type="text"/>	[2] 영문   <input type="text"/>	소속[3]	<input type="text"/>
연락처[4]	<input type="text"/>		이메일[5]	<input type="text"/>

## [1] Name in Korean

- Your name in Korean is automatically entered.

## [2] Name in English

- Your name in English is automatically entered.

## [3] Affiliation

- The affiliation of the submitter is automatically entered.

## [4] Contact information \*Mandatory

- Several notifications will be sent to you from the time of submission until the completion of the proofreading.

## [5] Email address \*Mandatory

- You will receive several notifications, and the final version of proofread materials will be sent to your email.

논문제목

영문[1]

### [1] Journal title in English \*Mandatory

- Enter the title of journal to which you are hoping to submit the article you are requiring proofreading service for.
- If you are submitting an article for re-proofreading, please enter the revised title of your journal.
- In short, please enter the title of the journal you are submitting to at this time.

## How to enter details: Name of the international journal where the article will be published 4/8

논문게재 예정 국제학술지

학술지 조회 시 정확한 명칭(full name)을 입력

ISI Type	<input type="text"/>	학술지명	<input type="text"/>
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### [1] ISI Type \*Mandatory

- Select from SCIE, SSCI, and A&HCI.

### [2] Journal name \*Mandatory

- Enter the name of the international journal you are submitting to.



## 논문게재정보

제1저자[1]	<input type="text"/>	[2] 신분   <input type="text"/>
교신저자[3]	<input type="text"/>	[4] 논문분량(Page수) <input type="text"/>
투고예정국가[5]	<input type="text"/>	

## 요청사항

영어표현	<input type="text" value="미국식"/>	교열증명서 신청 <input type="checkbox"/>
교열완료회망일	<input type="text" value="//"/>	(신속한 교열이 필요한 논문에 한하여 기입)
요청사항	<input type="text"/>	

### [1] First author \*Mandatory

- Enter the name of the first author

### [2] First author status

- Select the appropriate level, from a researcher at the doctoral level, to a graduate student

### [3] Corresponding author \*Mandatory

- Enter the name of the corresponding author

### [4] Length (Number of pages)

- Enter this journal's number of pages

### [5] Countries to be submitted

- In general, select the country of the international journal to which this journal article will be submitted to (Optional)

## 논문게재정보

제1저자	<input type="text"/>	신분	<input type="text"/>
교신저자	<input type="text"/>	논문분량(Page수)	<input type="text"/>
투고예정국가	<input type="text"/>		

## 요청사항

영어표현[6]	<input type="text" value="미국식"/>	[7] 교열증명서 신청	<input type="checkbox"/>
[8] 교열완료회망일	<input type="text" value="/ /"/>	(신속한 교열이 필요한 논문에 한하여 기입)	
요청사항[9]	<input type="text"/>		

### [6] Type of English \*Mandatory

- Choose between American English or British English.

### [7] Request for proofreading certificate

- Please tick if you need proofreading certificate.
- It is mandatory to record your name in English when requesting a proofreading certificate.

### [8] Expected date of proofreading completion

- Set the date by which you wish to receive the proofread file.

### [9] Requests

- You can enter any additional notes or requests that you wish to add/emphasize regarding this proofreading request.
- When submitting for [Re-proofreading], please enter the previous application number.

## How to enter details: Attachment 7/8

[2-1]	[2-2]
<input type="checkbox"/> 첨부파일   • 첨부서류 : ✓ 1. 교열 신청 논문 1부 [1] <input type="button" value="파일찾기"/> <input type="button" value="삭제"/>	<input type="checkbox"/> 첨부파일 • 논문교열신청서 첨부 <input type="button" value="신청서다운로드"/> <input type="button" value="파일찾기"/> <input type="button" value="삭제"/>
조회된 데이터가 없습니다.	조회된 데이터가 없습니다.

### [1] Find file for attachment \*Mandatory

- Click the [Find file] button to upload the journal file for proofreading.



### [2-1] Check box

- Click to delete uploaded files.
- You can select the entire file with the checkbox ahead of [Attachment], and you can select the specific file with the checkbox right next to the file name.

### [2-2] Delete

- After selecting the file to be deleted by clicking on [Checkbox], click the [Delete] button to delete the file that is not to be uploaded.

# How to enter details: Attach request form for proofreading 8/8

<input type="checkbox"/> 첨부파일	• 첨부서류 : ✓ 1. 교열 신청 논문 1부	 파일찾기	삭제	[3-1]	<input type="checkbox"/> 첨부파일 • 논문교열신청서 첨부	[1]	신청서 다운로드	[2]	 파일찾기	[3-2]	삭제
조회된 데이터가 없습니다.				조회된 데이터가 없습니다.							

## [1] Download request form \*Mandatory

- Click the [Download request form] button to download the request form for proofreading.

## [2] Find file \*Mandatory

- Click the [Find File] button and upload the proofreading request form which is signed by the advisor professor.

## [3-1] Check box

- Click to delete uploaded files.
- You can select the entire file with the checkbox ahead of [Attachment], and you can select the specific file with the checkbox right next to the file name.

## [3-2] Delete

- After selecting the file to be deleted by clicking on [Checkbox], click the [Delete] button to delete the file that is not to be uploaded.

FAQ

## About the system for requesting proofreading 1/2

### Q1. What is the overall process of the proofreading service?

- Proofreading service proceeds as follows, in general.

Order	Relatedness	Contents
Writing a journal article	Student / Researcher	Write a journal article under the guidance of an advisor professor, with the goal of publishing the article in an international journal.
↓		
Completion of the proofreading consent form	Student / Researcher	Before submitting your journal article for proofreading service, please fill out the proofreading consent form.
↓		
Sign the proofreading consent form	Advisor professor	Apply for proofreading service and sign the proofreading consent form.
↓		
Proofreading request (General)	Student / Researcher	Submit the proofreading request through proofreading request system for the international journal
↓		
Vendor request	Research planning team	The received copy of the proofreading request is submitted to the proofreading vendor
↓		
Send a quote	Vendor	After reviewing the submitted proofreading request, the vendor makes an estimate, such as the expected date of proofreading completion, and sends it to the submitter via e-mail.
↓		
Send the final version after proofreading	Vendor	The proofread journal article will be sent to the submitter via e-mail.
↓		
Application for re-proofreading	Student / Researcher	Submit when the journal article was proofread by the system before (if it ever was)

## About the submission and request form

**Q2.** I am a graduate student/researcher at SKKU.

Which specific conditions are required to request this proofreading service?

- The affiliation of the main author should be indicated as SungKyunKwan University.
- When using this proofreading service, you should attach a request form with the signature of the advisor professor.

**Q3.** I am not a SKKU student, but a researcher belonging to a research institute/department.

Should I also attach a request form signed by the advisor professor?

- The request form is mandatory. If this form is not submitted, the proofreading application will not be processed by the system.
- The head of the research institute or dean can sign the request form if you are not a SKKU student.

**Q4.** Previously, I requested a proofreading of my journal article.

However, my professor requested a re-proofreading after the revision of my journal article. Is this acceptable?

- When it comes to the same journal, (re-)proofreading should be requested by the same person.
- Please have a discussion with your professor in advance, and please decide on who will be the submitter.
- If your professor and you request a proofreading for the same journal article, which means requesting for a same journal article twice, one request will be rejected.

## About proofreading service options

**Q5.** Is it possible to change the proofreading vendor when requesting for a re- proofreading?

- Unless there is a special reason to change the vendor, you should request the same vendor as the one of the previous request.
- If you still wish to change vendor, please provide a reason for justification.

**Q6.** Some part of the article's contents requires re-proofreading, but there is also new content for proof-reading.  
In this case, which option should I select, between the proofreading and re-proofreading services?

- Request for the re-proofreading service, and please indicate which part is newly added.

**Q7.** I would like the same proofreader to proofread or request a specific editor.

- Please provide detailed information, such as the name of the proofreader in charge, the name of the proofread copy, and the date of the request.
- Based on the details you enter, we are going to arrange with the vendor as much as possible so that the requested proofreader can be assigned to your journal.



## Proofreading turnaround time

### **Q8.** How long does it take at proofreading?

- In general, it takes 4 days per 20 pages, but there exceptions can be made.
- You can find the expected completion date of proofreading from the quotation that you receive within one day from submission on a weekday basis.

### **Q9.** The submission deadline is fast approaching, so the proofreading should be completed as quickly as possible. Is it possible to set a deadline?

- Please enter the date by which you need the completed copy of proofreading, and also write in the request section that the proofreading is urgent.
- Please note that proofreading may not be completed within the expected deadline.
- Proofreading cannot be completed on the same day as the day of submission, as it is not possible for it to be entered into the vendor system.
- It is strongly recommended to request proofreading with the most advance notice possible.

## About communication with the proofreader (vendor) and the file transfer

**Q10.** It has been a while since I submitted the proofreading request, but I have not received the completed copy of proofreading yet. I am concerned that there was perhaps an error in my submission.

- Once you requested proofreading in the system, the staff member in charge will review the submission and forward the journal article to the vendor for proofreading.
- The vendor will provide a quotation based on the details in the proofreading request, and share it with the submitter, along with the expected date of completion, by e-mail.
- Please note, there may be some delay in the quotation and proofreading process due to unexpected reasons.
- For more details, please contact the staff member in charge.

**Q11.** I did not receive the completed copy of proofreading by the due date. What should I do?

- There may be several reasons, such as typo in email address, or a system error.
- If you have any issue, please reach out to the staff member in charge.

## About the proofreading request system 1/2

### Q12. The proofreading status still says “Received” or “Approval request.” When will it be processed?

- When the proofreading submission is completed on the system, It will proceed as followings: [Received] → [Approval Request] → [Approval].
  - “Approval Request” means that the approval is underway within the Research planning team. Once you submitted and saw the status [Received], then the proofreading will proceed soon.
  - Once you see the status of [Approval Request], it means that the journal article was submitted to at the relevant vendor.
- The staff checks proofreading documents from 09:00 to 17:25 during weekdays and forwards to each vendor.
  - The submission system and the vendor system are different. Even though the submission does not show as [Approved], it does not mean that the submission has been forwarded to the vendor for proofreading.
  - Once the person in charge requests approval and the manager approves it, it will be confirmed as [Approved] on system.

Total 1 / 2

진행상태

결재요청

결재요청



진행상태	접수번호	논문명	ISI	게재지	소속대학/학부	소속학과/전공	개인번호	신청자	신청일	신청업체	처리일	보류/반려사유
결재요청	I-2021-0005-001	test subject	SC(E)-E	TEST					2021-04-21	이나고	2021-04-21	
결재요청	I-2021-0004-001	test subject	SC(E)-E	TEST					2021-04-21	이나고	2021-04-21	

※ For issues such as the delay in getting a quotation, please refer to “Q10. It has been a while since I submitted the proofreading request, but I have not received the completed copy of proofreading yet. I am concerned whether or not there was any error in my submission.”

## About the proofreading request system 2/2

**Q13.** The file volume is too big to be uploaded on the system. How can I upload the file?

- First complete submission as you would normally request proofreading on system.
- In the Request section, please indicate that the file size is too large to be attached, so that it will be sent directly to the person in charge.
- Please send the file by e-mail.

✉ Email address ✉ [researchplan@skku.edu](mailto:researchplan@skku.edu)

## About the scope of proofreading

### Q14. Is there a limit in the number of proofreading service requests?

- There is no limit.
- As long as you meet the requirements, there is no limit on the number of service requests.
- However, you can request up to the business budget

### Q15. I would like to request the proofreading service for my thesis. Is this acceptable?

- The proofreading service is applied only for the journal article that you are aiming to have published in an international journal.
- Specifically, academic manuscripts, cover letters, case reports, and so on, are eligible for proofreading support.
- References, theses, and dissertations for academic conferences are not eligible to receive proofreading service
- For more information, please refer to the <Guidelines for Supporting Proofreading Services for Journal Articles Published in International Journals 2021>.

#### Eligible for proofreading service

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