

Non-Native Speakers of English Editing Certificate

The manuscript have been proofread by Anchor English. # 18143

"Dear Mr Stureson

Thank you for sending us your document and I am pleased to return the edited form with this message. You will probably remember our proofreading system but I will repeat it below as a reminder. There are two versions, 'suggested' and 'changed'. 'Suggested' shows where all the editing changes have been made, while 'Changed' is the finished document with all changes made.

Suggested document

The 'suggested' document shows all our edits in a different colour to surrounding text, so you can easily identify them. The edits are our suggestions for improvements. Making edits obviously means we must change your original text, so please read the new text carefully to make sure we have retained your meaning. If you do not wish to use an edit you can easily restore your original version - just right-click the red text and select 'Reject Insertion/Deletion'.

Changed document

The 'Changed' document includes the edits we have suggested. We recommend you read it through to ensure that the new text matches your intended meaning. Also, it is very important that you resolve all issues mentioned in comments (see below), particularly regarding unclear areas. Until that is done, the 'Changed' document will not be ready for final use.

Comments

In the 'suggested' document you may find 'comments' from the editor (highlighted sections or balloons). Comments have several purposes. Usually they mean that the editor could not understand that section or that there was ambiguity. They ask the author to rewrite to clarify meaning, or they may give suggestions. They are kept short to facilitate understanding.

If you want to respond to comments:

*Please revise the 'suggested' document, with 'Track Changes' switched on.

*If you wish to add new text, please write it in the main body of the document directly (not in a new comment). We need to see new text in its full context in the document so that we can judge it properly.

* Please avoid adding lengthy explanations in comments. Instead, read our comment, then re-edit the text directly in response.

*Please avoid adding unnecessary new comments, as this can cause confusion. For example, if the editor suggests new text and you agree, please just add that new text to the document instead of making a new comment stating that you agree.

After responding, you can return the document to us and we will check your changes at no extra charge.

Note: You can easily remove comments by doing this: right-click on the comment/ select 'remove comment' from the menu.

Invoice

I also attach an invoice and would be grateful if you could settle it within 7 days You can pay by bank transfer, credit card, or [PayPal](#). In all cases, please quote the invoice number on your payment. If you wish to pay now by credit card simply go to: <http://www.anchorenglish.com/payment.htm>

For details of our other easy ways to pay please visit our web payment page here: <http://www.anchorenglish.com/prices.htm#howtopay>

Finally, if you are submitting your paper for publication please be sure to mention that it has been proofread by an English native-speaking professional, and feel free to give our name. This will increase your chances of acceptance.

Please do not hesitate to contact me if you have any questions.

Thank you very much for using our services.

Yours sincerely,

Chris Kennard

We are always very glad to receive feedback from our clients. If you would like to leave any comments you can do so here: <http://anchorenglish.com/feedback.htm>

Anchor English - *Proofreading Services*

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