# Office of Scientific Writing

# Editing Request Form

**Date:       Name:       Department:**

***If you are a postdoctoral associate or student:***

**Mentor name:       Mentor signature (required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (or N/A)**

**Email address:       Campus phone #:**

**Manuscript or grant proposal title:**

**Journal or funding agency targeted for submission:**

**Submission Deadline (if applicable):** *If this is a resubmission, please provide the reviewers’ comments or summary statement, if possible.*

*Note:* *Normal turnaround time for manuscripts or grant proposals is approximately one week after receipt of material.*

**For Grant Proposals:**

**Cayuse SP #:** *(Please provide after proposal has been routed.)*

**Type of Grant: R01**  **R21  U-Series**  **K-Series**

**Other** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Request for:**

**Copy editing only  Scientific writing editing (includes copy editing)**

(grammar, sentence structure, non-native English) (clarity, concision, terminology, persuasion/strength)

***Please return completed form to Amanda Clarke via email at aclar113***[***@uthsc.edu***](mailto:clar113@uthsc.edu)***.***

**Please note:**

UTHSC investigators have free access to the plagiarism detection service, *iThenticate*. This prevents you from quoting too much material directly from another publication (including your own!).

***We strongly suggest*** *that you take advantage of this service before submission to OSW and/or a journal/funding agency.*

To access *iThenticate*:

1. Navigate to <https://app.ithenticate.com/en_us/login/fed/incommon> (do not go through the iThenticate website)
2. Choose "University of Tennessee" from the dropdown
3. Click "Next"
4. Login using your UT NetID and Password