

Proposal and Publication Editing Standard Operating Procedure (SOP)
ESFCOM Office of Research

The ESFCOM Office of Research contracts with Obrizus Communications (www.obrizus.com) to provide proposal and publication editing to our faculty free of charge. To access this service follow the below instructions.

1. Send an email to Amy Sullivan at amy@obrizus.com and cc karina.bloom@wsu.edu detailing the service requested and any timeline requirements.
2. Amy will respond directly to the investigators request, including provision of a timeline and any limitations on the request if necessary.
3. Simultaneously, Amy will provide the Office of Research with an estimate for approval to proceed.
4. Upon completion of the request, Amy will send all materials directly to the investigator, along with a separate email with an invoice to the Office of Research.
5. For help navigating this service, or for questions, contact Karin Bloom either through email (karina.bloom@wsu.edu) or phone at (509) 368-6815.

Estimated Turnaround Times for Advanced Copy-Editing of Submitted Work

<u>Document Length/Project (excluding refs)</u>	<u>Turnaround Time (first read)</u>
Under 1000 words	2-3 business days
1001-5000 words	5-8 business days
5001-10000 words	9-12 business days
10001-15000 words	13-16 business days
>15000 words	Turnaround to be negotiated
Posters and Presentations	7-10 business days

Please Note:

Second reads of documents generally take half the time of first reads.
Each figure submitted for editing counts as 250 words.