

# Gephart and Gephart (Pty) Ltd

Registration Number: 2016 / 528066 / 07 SATI Membership Number: 1000536

## About us:

We are a husband and wife team that have been successfully assisting clients (primarily graduate students) with copy editing since 2014, after which we officially founded our business in 2016. Prior to 2014, we both taught at the university level in China (Southwest University (2 years) and Ningbo Institute of Technology, Zhejiang University (9 years)) for 11 years, specialising in academic writing, creative writing, and public speaking courses, as well as business courses such as business writing and marketing. We also have a combined work experience in the fields of business and social sciences, such as working in accounting and wholesale, as well as holding positions as a social worker, probation officer, and substance abuse counsellor.

## Fees and Services Provided

1. The charge is per 100 words (please exclude any tables with numbers, formulas, and the reference list/bibliography from your word count). Please note that we DO NOT outsource any work; thus, turnaround times will vary based on availability. Custom quotes will be provided based on the author(s)' writing level and the amount of editing required.

<b><i>Light Editing</i></b> for Master's and PhD Theses/Dissertations *	<b>R20-25</b>	<b><i>Advanced Language Editing</i></b> for Publications and Authors Seeking Full Editing	<b>R30 - R70</b>
<b>Spelling</b>	●	<b>Spelling</b>	●
<b>Basic Grammar (is/are)</b>	●	<b>Full Grammar and Syntax</b>	●
<b>Punctuation</b>	●	<b>Punctuation</b>	●
<b>1 Editing</b>	●	<b>Document Edited <u>TWICE</u></b>	●
<b>Certificate of Editing **</b>	●	<b>Improved Flow of Paragraphs</b>	●
		<b>Offering More Advanced/Academic Wording</b>	●
		<b>Ensuring Clarity of Expression</b>	●
		<b>Enhanced Readability</b>	●
		<b>Addressing Issues Involving Linkage Between Sentences and Paragraphs</b>	●
		<b>Alerting You to Possible Ambiguity</b>	●
		<b>In-text Citation Formatting</b>	●
		<b>Overall Language Enhancement of Your Document</b>	●
		<b>Certificate of Editing ***</b>	●

\* In order to qualify for light editing, your document should be intelligible (readable), which should not require the language editors to "re-do" your paper. A custom quote at an increased rate can be offered should your document require more work or should you not qualify for light language editing.

\*\* Available upon completion of the document (upon request)

\*\*\* Available upon completion of the document (upon request) and after verifying payment for editing



Language Editors

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## 2. Other services:

- a. **Reference list**/bibliography correction and **formatting** according to the style guide at **R8** per reference
- b. **Overall formatting** of your document according to the journal's guidelines (**R50 per page** excluding the reference page)

## 3. We do **NOT** offer content correction.

### **Our Terms and Conditions of Services Offered**

1. We require full payment from private clients before beginning work on any document.
  - a. Clients working for major educational institutions like universities need to offer details concerning the payment process according to their respective institutions. Upon verification, it will remain the client's responsibility to ensure that the relevant departments process the payment after we return your document. (All payments can be made via EFT into our bank account).
  - b. Should a vendor or contract application be required for payments, the client will be required to make the initial payment, and *Gephart and Gephart (Pty) Ltd* will refund the client upon receiving the institution's payment.
2. No refunds will be issued for work that has been completed (i.e., when we return your documents).
3. We do not provide repeated proofreading free of charge, and new information and/or additions will be charged accordingly.

Finally, all documents should be submitted in MS Word form. Upon completion, you will receive 1 file detailing the suggestions we've offered with the assistance of the tracking function in Word. It remains your responsibility to accept or reject the suggestions offered by us.

Kindly contact us should you have any questions. We look forward to building a lasting business relationship with you.

Yours in service,

**Naline Gephart**

Naline Gephart

Director and Language Editor

Gephart and Gephart (Pty) Ltd



**Language Editors**

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