

## Guidelines for Editing Projects

1. **Questions and clarifications.** Any major questions or clarifications can be sent to your editor via the messaging system. Major changes are defined as changes that prevent or hamper the continuation of work until they are clarified. Smaller and more specific questions should be added as comments in the margins of the edited text. As a general rule, questions on a particular word, phrase, or section of the text should be added as comments in the margins where they appear.
2. **Language of comments.** Please keep in mind that our editors come from around the globe and therefore your comments should be in the same language as the text to guarantee that it can be understood.
3. **Client Revisions.** The initial price quote includes a review of any and all client revisions or comments that relate to errors or mistakes made by the editor. Review of stylistic edits and additional text is not included in the initial price quote and will be charged at the per word rate. Comments and clarifications should be made using comments in the margins of the document and not by simply highlighting or making a list at the top of the document. Revisions must be detailed and clear—not simply highlights or a general request for a revision. All changes in the body of the text must be made electronically using 'tracked changes'. Only one revision can be sent at a time. If you have already sent the text for revisions, please wait to receive your text back before requesting further changes. ALE makes a great effort to avoid errors. We ask you to please review all texts and read all text carefully, as you are

responsible for all content, omissions, spelling, or other errors, once you approve the text for submission.

4. **Communication with the editor.** All communication about your project should be directed to the project's managing editor. It is forbidden to communicate directly with the editor assigned to your project without the express written permission of the ALE managing editor.
5. **Payment for additional text.** Additional payment will be required for new content that is not directly related to the original source text. The payment for the addition of new sections should be discussed with the Project Manager.
6. **Issues unrelated to editing.** Any issues unrelated to the specific editing of the text, such as payment, issues with the editor's demeanor, or otherwise should be sent directly to the project manager at ALE. Under no circumstances should these issues be discussed directly with the editor.
7. **Consultation with colleagues.** After receiving an edited version from the editor, please be sure to address all issues before sending back for a further edit and confirmation. If you plan on sending to colleagues for a consultation please do so before sending back to the editor for additional revisions. Review of any stylistic and content changes made by an external reviewer after submission will be charged at an additional per word or hourly fee.
8. **Word Count.** Please double-check the word count before starting work on any project. If you think there is any discrepancy between the word

count listed and the number of words in the document, please let us know before starting work on the document. Once the project has begun the word count cannot be changed.

9. **Plagiarism.** We will not accept any work that has been plagiarized under any circumstances. If we discover that work has been plagiarized during the course of the translation, ALE will stop work on the project immediately and no refund will be provided.
10. **Further Edits.** We do not recommend making further language edits to your text after the editing process has been completed. ALE cannot take responsibility for the state of a text that has been further altered without our involvement after our work is completed. If changes to the next are needed, we encourage you to be in touch with us to consult.
11. **Extent of Services.** Our service includes professional language editing and formatting services. We do not provide academic writing services such as deciding which materials should be included in a manuscript. We also do not submit manuscripts on behalf of authors. Any professional advice given through the course of the work should be understood as unofficial advice and not professional consulting.
12. **Payment.** Payment is due upon sending the payment request or the first draft of the text (the earlier of the two). The date of payment is not connected to the client's review of the text and is required even if the client has not yet conducted their review. Delay in payment after work is completed will incur, in addition to any other relief under the law or this agreement, a penalty of 10% of the above price, compounded monthly,

and payment shall be subject to linkage differentials based on the Israeli consumer price index, where the base index shall be the consumer price index on the date of the execution of this agreement, but in no case shall it be less than the price indicated above. The rights to make use of any of the edits for any purpose are granted to the client only after payment is made in full or an invoice has been submitted for payment at a recognized institution. Any use of ALE work without completing payment will be considered plagiarism.

13. **Deadline.** Because translation involves judgment and interpretation of the source material, it is possible that actual completion will take more or less time than estimated in a price quote and work order. The Company will make every effort to notify you in advance of any delay in an estimated schedule. Reasonable delay in the completion of a project will not be considered a breach of the terms of the service.
14. **Review.** Review of documents and reasonable requests for corrections or changes may be made within 30 business days of receipt of the translated document and are solely the customer's responsibility. If the revisions are sent more than 30 days after the work has been completed, ALE reserves full discretion to decide if we will review the revisions.
15. **Extent of Services.** Customers are exclusively responsible for the conformity of the translation to the customer's needs. The Company makes no representation as to the suitability and/or conformity of any translation to a particular purpose. The Company limits its liability in every case to the amount actually paid by the customer, without exception. Provision of translation services shall under no circumstances

be construed as the provision of legal, financial, or business advice.

16. **Dispute.** Any dispute regarding the quality of the edit will be determined by the Israel Translators Association. If the Client finds issues in the draft they receive they should be in touch directly with the managing editor for a review. By definition, editing requires making determinations regarding the meaning of words. A misinterpretation on the part of the editor does not constitute an error in this context and should be sent to the editor for further review. In addition, finding a reasonable number of errors does not constitute a reason to forgo payment. The Client will give ALE ample opportunity to fix and correct issues found by the Client. It is the sole jurisdiction of the ITA to determine what constitutes a reasonable number of errors in each case and to determine if a partial refund is in order. It is the sole responsibility of the client to ensure that the edit is consistent with his or her needs. In no case is the company responsible for making sure that a particular edit is fit for any purpose. The Company's liability shall be limited in each situation to the amount actually paid by the Customer, without exception. Any costs associated with the review conducted by the ITA will be borne by the losing party.
17. **Publicity.** We sometimes publicize clients' outstanding research, after it has been published, on the portfolio page of our site. If you don't want us to post your publication, please let us know.