

NEED INDEX AT FRONT, UPDATE STUFF NOT UPDATED, ORGANIZED

Home Page

Video

Services- Credentials

Testimonials- Journals/ Institutions we work with. Pictures of authors.

Footer: Contact us details

Menu:

About Us- 1 page

Services- 1 Page

How It Works- 1 Page

Blogs- Dozens of individual blog pages

Our Experts- Either one page which leads to multiple screens or multiple pages

Publications- 1 Page

Help/ FAQ- 1 Page

Contact Us- 1 Page

Packages: We need to come up with package names

E: Our goal is to get to the middle plan of each. These plans need to be relevant for both new clients as well as returning ones.

Do we want packages or a menu?

Translation

1. Expert Translation

- Translation by Subject Expert
- Choose your preferred translator
- Proofreading by Chief Editor
- Certificate of Quality

2. Publication Ready

- Translation by Subject Expert
- Proofreading by Chief Editor
- Choose your preferred translator
- Formatting according to the stylesheet of your choice journal/book
- Certificate of Quality

3. Publication Plus

- Translation by Subject Expert
- Choose your preferred translator
- Formatting according to the stylesheet of your choice
- Proofreading by Chief Editor
- Certificate of Quality
- Two rounds of revisions and edits following peer review
- Citation Check

Editing

1. Proofreading

- Proofing by native language expert
- Revise for language, grammar and punctuation mistakes

2. Expert Editing - *Recommended for native language speakers

- Editing by native subject expert
- Choose your preferred editor
- Proofread by chief editor
- Suggested revisions to improve flow and content
- Correction of language, grammar and punctuation mistakes
- check for paragraph transition, sentence structure, coherence

3. Expert Plus - *Recommended if paper was not written in your native language

- Editing by native subject expert
- Choose your preferred editor
- Proofread by chief editor
- Suggested revisions to improve flow and content
- Correction of language, grammar and punctuation mistakes
- Need for additional content noted
- Sentence restructuring
- Rewriting entire sentences when needed
- Formatting according to the stylesheet of your choice

Formatting

- Formatting according to the style sheet or guidelines requested by the journal or publisher
- Formatting of references, footnotes and in-text citations

- Ensure the text follows the overall layout requirements such as margins, spacing, alignment, and section breaks
- Figures, pictures and tables to follow the specified style

- Work with citation software such as Endnote, Zotero, Mendeley and more
Opens to book where new clients receive page for registration +upload, returning clients prompted to sign in and simply create a new project.

We need to think about how to structure FT, S, F.

Same screen but differentiate colors and placing. Scroll over text to learn more about each option. Favorites should be part of FT.

***Eran, we need to think through how to present different options: samples, favorites, fast-track

Website Structure

Logo and byline - Translating your research into success

Have the login option at that stage and make the login icon a bit clearer

ABOUT US

To include a paragraph about how the company got started and underneath, either testimonials, or publications we appear in (whatever doesn't go on the HP)

Academic Language Experts (ALE) was established to assist academic scholars translate, edit and format their research for publication in prestigious academic fora throughout the world. We translate, edit and format academic articles, lectures, books, research proposals and more to meet the highest academic standards. Our [expert staff](#) includes professional academic translators and editors in the humanities, social sciences, exact sciences, life sciences, engineering and other fields.

SERVICES

One page should be info with ability to click on packages which leads to submission.

TRANSLATION

EDITING

FORMATTING

HOW IT WORKS

INFOGRAPHIC

Start your project

BLOG

Need to include lead collection popup

HAVE THE ABILITY TO SORT ACCORDING TO CATEGORY AND DATE AND HAVE THE ABILITY TO SEARCH

OUR EXPERTS

Each category page will include an expert profile or two, and info about universities and credentials, and publications that we have coverage of in that field

SOCIAL SCIENCES

HUMANITIES

EXACT SCIENCES

LIFE SCIENCES

CLINICAL MEDICINE

ENGINEERING

USE DROPDOWN <http://aclang.com/en/about-us-4/our-language-professionals-2/>

PUBLICATIONS

Will include a comprehensive list of publications we appear in, listed by industry

To include all types of fora - abstract, journals, publications, books, theses

<http://aclang.com/en/about-us-4/publications/>

HELP

FAQ- Consider making it's own section with articles....Need to combine with Yisrael

CONTACT US

ADD IN ALL OFFICE ADDRESSES - INC FOR UK, USA

LOGIN

GET A PRICE QUOTE

To appear in the upper right hand corner - LEAD TO YISRAEL'S SYSTEM TWO
OPTIONS OF RETURNING CUSTOMER OR NEW CUSTOMER

Work on specialty pages

Website needs to be secure

Social Media plugins

Our Team Page

**debrief meeting with atara: organize google analytics, discuss hosting, posts,
Check ability to have landing pages hook up to Mailchimp,**

MISC: <https://connect.mailchimp.com/integrations/privy-mailchimp-sync>

1. Structure

Home Page

Tagline and Action Buttons

About Us- 1 page

Testimonials-

Menu:

Services- 1 Page- Leads to page with additional information on all of our services.

Blogs- Dozens of individual blog pages - include pop up for people to fill in contact details. This should sync with the search feature.

Articles- Dozens of articles relating specifically to how it is we work- - include pop up for people to fill in contact details. This should sync with the search feature.

Our Team- 1- Page with bios of staff members. Let's be creative for how to present us.

How It Works- Infographic?

Our Experts - page with info about our translators and editors

Portfolio- 1 Page- This page can include: a. List of universities we have helped scholars from, b. List of publications we have helped scholars submit to c. ability to sort publications by field and testimonials from satisfied customers

Contact Us- 1 Page- include social media

Home Page

A. *Tagline- Take Your Final Step to Publication*

Buttons- *Get Started/ Learn More*

B. *About Us*

Academic Language Experts was established in 2011 to help can help academic scholars translate, edit and format their research for publication in prestigious academic fora around the world. Our expert staff has years of experience preparing articles, books, abstracts, lectures, and re proposal to meet the highest academic standards. We do this by matching your project with an academic expert in your field or you can choose the language expert of your choice.

[Learn more about how we can help you](#)

- Extended Page

Our Services

Video?

You are one step away from publication and want to make sure the reviewers are impressed with your research. We can help you edit or translate your research into the language of your choice, making it easily accessible to the target population while respecting the integrity of the source text.

Whether you are working on a [book](#), [article](#), lecture or [research paper](#), our academic language services ensures your final text will read perfectly. If you are preparing an article or book for publication, we can format it according the specific stylesheet or guidelines.

Professional Credentials

All of our language experts have at least a Master's degree or above and many are active academic scholars themselves. They all have specific experience translating and editing academic texts and have undergone rigorous testing and review prior to being accepted to our team.

Academic Language Experts is internationally recognized as a leader in the field of academic language services. We are an active member of:

The American Translators Association

Mediterranean Translators and Editors Association

The Israel Translators Association

Credentials- I think this is just a logo unless I'm wrong.

C. Testimonials- Journals/ Institutions we work with. Pictures of authors. (I assume testimonials will be shortened)

Following some rather unsuccessful attempts with various "translators" ALE was recommended to me by a "satisfied customer". Immediately after sending them a test page, four translations of that page, completed by four different translators were sent to me for evaluation. Having chosen the version I thought to be the best one, a complete chapter was sent to ALE. A draft of the translated chapter was soon sent to me for comments and clarification. It did not take long for a final, translated text to be completed. It was well done, and confidently approved. I certainly plan to continue this successful relationship with ALE."

Prof. Amnon Ben-Tor, Institute of Archaeology, Hebrew University

"This is the second year we are working with ALE on translation projects. We were very impressed with Avi and the ALE staff and we continue to work with them on additional projects. Aside from high level professional translations, something which is far from simple in and of itself, they took the time to learn our unique terminology and were familiar with the language used in the field, which had always been an obstacle with translators in the past. Even the most professional translators we worked with in the past did not know a lot of things about the field – resulting in additional work for us.

ALE's work is always carried out in an orderly manner using organized tables and lists. Often, when we have large amounts of texts, they help us make sense of the beginning, middle and end. Equally important to me, is the kindness, patience and pleasant service we receive. We continue to work with ALE and after years of unpleasant experience with translators who didn't fulfill our needs, we are thrilled to work with such a professional and pleasant company, with reasonable prices."

Oriana Ben Abba Golan, Director of External Relations and Distribution, The Department of Audio & Visual Arts Sapir College

"From an early stage I was very impressed by their quick and courteous response, and in particular the possibility to choose from five different editing samples. After I chose the version which seemed to be best suited to my audience, the ALE staff did everything in their power to ensure that the project would be carried out at the highest professional level, as quickly as possible. Upon completion of the work on each chapter by the editor, the text was returned to me with notes and comments, while work began immediately on the following chapter. I would like to mention that the editors' suggestions made an important contribution not only linguistically, but also in formulating a clearer and more accurate version of the arguments, discussion and conclusions."

Prof. Moti Zalkin, Head of the Department of Jewish History, Ben-Gurion University of the Negev

Journals we work with and sample projects can be found here:

<http://aclang.com/en/about-us-4/publications/>

Academic institutions we work with can be found here:

<http://aclang.com/en/about-us-4/testimonials-2/>

Footer: Contact us details

D. Video-

being written now. See the working version below:

<https://docs.google.com/document/d/1gZs6nR7I9Q-kbUdQWPwUWqBo60oKKX7dXa9gw5cTZxw/edit?usp=sharing>

Mention confidentiality somewhere.

How it Works

Once your research is ready for translation or editing, you can submit your text easily via our online portal. An ALE project manager will contact you to discuss and confirm your specific requirements and needs as well as send you a price quote for completion. Once you approve the quote you can then choose one of two options:

1. Choose Your Language Expert

You will be invited to submit a short sample of your text for translation or editing by a number of our experts who specialize in your field. You will then receive the samples and choose your preferred language expert.

2. We Assign an Expert for You

We will carefully review your text and match it with our top language expert in your specific field.

All projects are proofread and reviewed by our chief editor for quality prior to being sent to you for review. You are then invited to review our work and send feedback, comments and revisions. We will work with you until you are 100% satisfied with the final text. Upon completion of the project, you will receive an official ALE certificate, confirming that your text has been professionally translated and/or edited by our team and you can then choose to include this in your submission to the publication of your choice.

Services Intro Page

Translation- Entrust your important research to one of our expert academic translators

Whether you are looking to translate for publication in a peer-reviewed journal or with a respected publisher, ALE can help you translate your research into the language of your choice, making it easily accessible to the target population while respecting the integrity of the source text.

Receive a price quote

Editing- Send us your text for editing by one of our language subject experts

Our editing services will ensure your final text reads seamlessly and clearly. Make sure your text is evaluated on the merits of your research and not on the poor quality of its language. Our language experts are here to assist you prepare your final text for publication.

Receive a price quote

Taglines

About Us- Bringing Your Research to the World

Portfolio- Our Pride is Your Success

Articles-

Blog- Thought Leading Ideas in the World of Academia

Our Team- Helping You Take the Last Step Towards Publication

How it Works- 5 Simple Steps to Publication

Editing- Bring Your Research to New Heights

Translation- Translating Your Research into Success

Portfolio Examples

1. *Full publications we worked on which appear online:*

Title, Author(s), Department and Institution, Name of Journal/ Publisher, Image of Journal/ Publisher logo or cover

2. *List of Journals, Book Publishers, and Lectures:*

Name and image of journal/publisher logo or cover

3. *Testimonials-*

Quote, Client, Department, Institution

4. *University Logos*

Only logo

1. Hebrew University
2. Harvard University
3. Tel Aviv University
4. Yale University
5. Ben Gurion University
6. Brandeis University
7. Bar Ilan University
8. Johns Hopkins University

9. French National Center for Scientific Research
10. Haifa University
11. Open University
12. University of Fribourg
13. Tokyo University

Search Results

1. Services that we offer

Name of Service in Bold

Abstract of text on that topic

2. Results from our portfolio

Name of Title/Journal

Publisher/ Journal Logo

Link to journal or specific article we published if it exists.

3. Results from Articles

Article title in bold

Abstract

4. Results from Blogs

Article title in bold

Abstract

In all search results it may make sense to have the text that was searched for appear as well just like in Google. I don't know if this is possible.

Certificate

See email attachment.

Buttons

What you have already should be ok.

List for Footer

1. Social Media

FB- <https://www.facebook.com/AcademicLanguageExperts/>

Maybe we can set this up as a feed

Linkedin-<https://www.linkedin.com/company-beta/4836907/>

Academia.edu- <https://aclang.academia.edu/AcademicLanguageExperts>

ResearchGate- https://www.researchgate.net/profile/Avi_Staiman2?ev=hdr_xprf

2. Get Started Button

3. Working for ALE-link to new page

Work with ALE

We are always looking for talented new academic translators and editors to join our team.

Candidates must meet the following requirements in order to work for ALE:

- * Team players who have a passion for academia and scholarship.
- * Completed a Master's degree or above
- *Significant experience in providing language services to academic scholars
- *Experience with formatting academic texts, including academic styling and working according to journal guidelines.
- * Be able to provide to an official tax invoice and receipt.

Please note that we only accept language experts to translate into their native language, or edit in their native tongue

Why Work for ALE?

At ALE, we offer high quality projects from the top scholars in the world. Our projects are offered at competitive rates which are individually priced based on the difficulty and specifics of each project. In addition, you have the freedom to choose which projects you would like to work on and you don't need to commit to a monthly quota of work.

We are proud of our quick payment turnaround. Officially we pay Net+30 but in practice we nearly always pay at the end of each month. This is regardless of when payment from the client is received. Most of our projects are non-rush and can be completed with enough time for proofing and revision.

Click here to apply

4. Confidentiality Policy- link leading to seperate page

Confidentiality Policy

We understand the importance of keeping your research private and confidential. The documents you submit for translation or editing are viewed only by the language professional and the managing editor assigned to your project. All of our translators are bound by a strict Non-Disclosure Agreement (NDA) which has been written and checked by our ALE legal advisor, as part of the terms and conditions they agree to prior to working with us. You can rest assured that anything you submit will not be sent to anyone without your explicit written permission.

Our website requests that you fill in a contact form, for us to be able to reply to your messages, keep you apprised with our company updates, and the like. We will at no point pass on your contact information, and you will have the option to opt out of these updates and unsubscribe whenever you choose.

Our website and databasing system are both secure. Any information or documents uploaded will be treated with the utmost confidentiality.

Our website contains links to other websites which you may find helpful. While we encourage you to use these resources, we advise you to read their privacy policies carefully prior to submitting any information.

If you have any further questions, please be in contact with us at info@aclang.com

5. Terms and Conditions

Terms and Conditions

Use of the Academic Language Experts (“ALE”) website (the “Website”) and ALE’s services are subject to the following terms and conditions:

USE OF WEBSITE

1.1 By using the Website or by ordering services from Us via the Website or agreeing to provide services via the Website as applicable, the user accessing the Website (“You”) agree to abide by all terms and conditions of this Agreement (“T&C”) between you and ALE (“ALE” or “Us” or “We”). The T&C constitutes a legal agreement between You and ALE, which will apply to you in respect of any of your access to the Website and all services of ours which you may retain from Us or provide for us as the case may be (the “Services”). If any of these T&C are not acceptable to you, you are to immediately cease use of the Website and may not order any Services from us.

1.2 ALE may change, add or remove portions of this Agreement at any time, in its sole discretion and without notice or liability to You, but if it does so, it will post such changes on the Website. It is your responsibility to check the current T&C on the Website before each use of yours of the Website and before ordering any Services from Us or agreeing to provide Services for us as the case may be. If any changes to the T&C are unacceptable to You, You should immediately cease to use or view the Website and if you have ordered Services from Us or agreed to provide Services to Us, You must immediately notify Us of same in writing, notwithstanding that these Terms and Conditions shall continue to apply to your access of the Website until such time and shall also apply to any Services which you shall have requested from Us or agreed to provide for Us, as applicable, before our receipt of Your written notice. Your use or continued use of the Website and requesting/agreeing to provide Services of/to Us, now or following the posting of notice of any changes in this Agreement, will indicate acceptance by you of such then existing T&C as well as any changes, or modifications to them.

1.3 ALE may change, suspend or discontinue any aspect of the Website at any time, including the availability of any feature, database, service, product or content. ALE may also impose limits on certain features and services or restrict your access to the entire Website or parts thereof without notice or liability.

1.4 Your use of any products or services offered on or via the Website are subject, in addition to the terms hereof, to terms of use, terms and conditions, licenses and other provisions

particular to those products or services.

1.5 The Website may contain links to other Internet sites and resources. ALE is not responsible for the availability or accessibility of these outside resources, or their contents, including (but not limited to) issues of proprietary rights, copyrights, libel, defamation, breach of privacy, or fallacy with regard to such third-party resources. Any concerns regarding such external links should be referred to the administrator of such site.

1.6 ALE nor any of its subsidiaries, affiliates, successors or assigns are engaged in rendering legal, accounting, financial or other professional advice. If expert assistance is required, the personalized service of a competent professional should be sought. Persons using the Website when dealing with specific legal or financial matters should research original sources of authority. ALE is not responsible for any actions or inactions of other Website publishers linked to ALE's Website, including but not limited to violations of intellectual property rights including copyright, trademark, trade dress as well as of privacy, government secrets or any other personal or proprietary rights of any individual or organization.

1.7 You acknowledge that We may retain the services of outside consultants ("Service Providers") who will provide Services on our behalf.

1.8 Use of the Website is strictly prohibited to minors or any person under the legal age in his or her place of residence and in any case is prohibited to any person under the age of 18. By using the Website, you confirm and warrant that you meet these age requirements.

MEMBERSHIP

2.1 In order for you to become a client ("Client") or Service Provider of ALE, you must first create your own profile and password on the Website. Your profile includes,

but is not limited to, personal information such as your User name, your e-mail address, in the case of Service Providers – knowledge of languages, and general information You wish to disclose about yourself.

2.2 Upon successful registration, you become a Member of the Website (a “Member”). We reserve the right to suspend or terminate your Membership at any time, without notice, if We determine in our sole discretion that you breached these T&C and, in the case of clients, fail to make payment to us as due.

2.3 Client acknowledges and agrees that We are not liable for any loss or damage which may be incurred by You as a result of the Services, or as a result of any reliance placed by you or others on the accuracy or completeness of translations, editing or other Services provided to You by Service Providers.

2.4 So long as you comply with this T&C and you make all payments to Us when due, You are authorized to access the Website and order Services.

2.5 Service Providers may make copies of materials to which they receive access via the Website for their personal information and subject to their duty of non-disclosure and non-use.

2.6 The pages and content on this Website may not be copied, distributed, modified, published, or transmitted in any manner, including for creative work or to sell or promote other products.

2.7 By using this Website, You agree not to disrupt or intercept our electronic information posted on this Website or on any of our servers. You also agree not to attempt to circumvent any security features of our Website, and to abide by all applicable, local, state, federal and international laws.

MEMBER/USER REPRESENTATIONS AND WARRANTIES

3.1 You will only use the Website and the Services in a manner that is in accordance with this T&C and in compliance with all applicable laws and regulations.

3.2 Clients may not retain the services of Service Providers other than through us and may not negotiate fees for a project with any Service Provider.

3.3 By delivering content to us or Service Providers, You automatically grant, and You represent and warrant that You have the right to grant to us and Service Providers a license to use such content for purposes of performing the Services.

3.4 You will not communicate, publish or display to any other Member any form of defamatory, slanderous, offensive, inaccurate, abusive, profane, obscene, sexually offensive, threatening, harassing, racial, or illegal material, including but not limited to nude photos of yourself or others, pornographic photos or images and any other type of unlawful or unacceptable material, as determined by Us at our sole discretion. We reserve the right to remove any such material from the Website without notice.

3.5 Illegal and/or unauthorized uses of the Website, including collecting Usernames and/or email addresses of Members by electronic or other means for the purpose of sending unsolicited email, forwarding commercial or other offers to other Members by this Website or by email or other means external to the Website, and unauthorized framing of or linking to the Website will be investigated, and appropriate legal action will be taken, including without limitation, civil, criminal, and injunctive relief.

3.6 In order to protect our Members from improper advertising or solicitation, and to maintain usage integrity on the Website, we reserve the right to restrict access by Members to all or certain elements of the Services on a per-action basis, all at our sole discretion from time to time.

3.7 You will defend, indemnify, and hold harmless, Us, our officers, directors, employees, agents, affiliates and third parties, for any losses, costs, liabilities and expenses (including reasonable attorney's fees) relating to or arising out of your use of the Website or Services, including any breach by you of the T&C.

3.8 We reserve the right but have no obligation, whether on the basis of complaints or on our own initiative, to monitor any messaging or other activity and the materials posted in the public areas of the Website or communicated otherwise between the Client and Service Provider, and to review usage, activity or the content of any messages, materials or other interchanges which are otherwise posted, sent or transmitted via the Website.

3.9 Without prejudice to any of the aforesaid, Client hereby warrants it is the sole owner of all intellectual property rights in and to any materials submitted by it via this Website and hereby gives to us and Service Providers a license to use the submitted materials for the purpose of performing the Services.

3.10 You will not use any automated collection mechanism or any manual process to monitor or copy the web pages comprising the Website or the content contained therein without our prior written permission.

3.11 You acknowledge and agree that We disclaim all liability, regardless of the form of action, for the acts or omissions of other Members as well as unauthorized users, or “hackers” of the Website.

3.12 Although this Website is intended to be available for viewing worldwide, certain products or Services offered by ALE may or may not be approved for distribution in your country. WE CANNOT BE RESPONSIBLE FOR ACCESS TO THIS SITE UNDER THE LAWS OF ANY JURISDICTION. YOU ARE HEREBY ON NOTICE THAT YOUR ACCESS AND USE OF OUR WEBSITE IS AT YOUR OWN RISK, AND IMPLIES NO LIABILITY ON OUR PART.

PRIVACY POLICY

4.1 We use industry standard efforts, such as firewalls, to safeguard the confidentiality of your personally identifiable information. However, as all security measures are subject to possible circumvention, we cannot and do not provide any guarantees regarding the effectiveness of the security we employ or our ability to prevent third parties, acting unlawfully or otherwise, from obtaining information that you provide to us. We cannot and do not guarantee that any personally identifiable information provided to Us will not become public under any circumstances. You should appreciate that all information submitted on the Website might potentially be publicly accessible. We cannot ensure that your identity, telephone number, work or home address and other personal identifying or contact information will not be discovered by other users of the Website. Important and private information should be protected by you.

4.2 We may archive information, including personal information, You provide in the course of using our Services and any other aspects of the Website. We store that information on servers that are controlled by us or by third parties. Archived information may be erased and do not ensure that copies of materials will be retained notwithstanding our right to do so. We assume no obligation or guarantee to archive any information and do not warrant that any archived information will later be made available to You.

4.3 We may use personal information for auditing, research and analysis to operate and improve the Services we offer.

4.4 We may use the information You provide to offer you the opportunity to receive notices regarding ALE's products or services. We may provide aggregate statistics about our customers, their recipients, sales, online traffic patterns and related information to reputable third parties without identifying characteristics of individual customers.

4.5 As part of offering and improving our services, we may use "cookies" to store and sometimes track information about our online customers and users. A cookie is a small amount of data that is sent to your browser from a web server and stored on your computer's hard drive. Cookies can make use of the web easier by saving status and preferences about a website. Some parts of our Website where you are prompted to log-in or that are customizable may require that you accept cookies.

4.6 By giving ALE your personal identifying information, you grant ALE and its subsidiaries the right to use this information for reasonable business purposes and in manner consistent with the policies of ALE. Finally, if disclosure of any information is required by law or by an appropriate government authority, we will comply accordingly.

4.7 IN THE EVENT OF AN INTERCEPTION OR UNAUTHORIZED ACCESS DESPITE OUR EFFORTS OF YOUR INFORMATION OR DATA, ALE SHALL NOT BE RESPONSIBLE FOR SUCH INTERCEPTION OR UNAUTHORIZED ACCESS, OR ANY DIRECT, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES (INCLUDING LOST PROFITS) SUFFERED BY A CUSTOMER OR USER OR BULK MAIL RECIPIENT, EVEN IF ALE HAS PREVIOUSLY BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. ALE DOES NOT WARRANT, EITHER EXPRESSLY OR IMPLIEDLY, THAT THE INFORMATION PROVIDED BY ANY CLIENT SHALL BE FREE FROM INTERCEPTION OR UNAUTHORIZED ACCESS, AND DOES NOT PROVIDE ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. EACH CUSTOMER IS RESPONSIBLE FOR MAINTAINING THE CONFIDENTIALITY OF HIS OR HER OWN PASSWORD.

DISCLAIMER OF WARRANTY

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6.4 All content on the Website, including, but not limited to text, images, illustrations, audio clips, and video clips, is protected by copyrights, trademarks, service marks, and/or other intellectual property rights (together, the “Content”) are protected by proprietary rights and/or copyrights pursuant to Israeli, US and international laws. You may not modify, publish, transmit, participate in the transfer or sale of, reproduce, create new works from, distribute, perform, display, or in any way exploit, any of the Content or the Website (including software) in whole or in part, without receiving the prior written approval of ALE and of any third party holding rights in such Content or part of the Website. If you receive such approval, you must not delete or otherwise obscure any marks signifying proprietary rights and/or copyrights accompanying the published or reproduced materials.

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FURTHER DISCLAIMER

7. IN NO EVENT SHALL ALE AND/OR ITS AFFILIATES OR RESPECTIVE SUPPLIERS OR ITS OR THEIR AFFILIATES BE LIABLE FOR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES OR ANY DAMAGES WHATSOEVER RESULTING FROM LOSS OF USE, DATA OR PROFITS, WHETHER IN AN ACTION OF CONTRACT, NEGLIGENCE OR OTHER TORTIOUS ACTION, ARISING OUT OF OR IN CONNECTION WITH THE USE OR PERFORMANCE OF CONTENT OR OF SOFTWARE, DOCUMENTS, PROVISION OF OR FAILURE TO PROVIDE SERVICES, OR INFORMATION AVAILABLE FROM THE SERVICES OR FOR ANY OTHER REASON CONNECTED WITH THIS T&C.

NO UNLAWFUL OR PROHIBITED USE

8. As a condition of your use of ALE's services, you will not use the services for any purpose that is unlawful or prohibited by these terms, conditions, and notices or by applicable law. You may not use the Services in any manner that could damage, disable, overburden, impair or interfere with any other party's use and enjoyment of any of ALE's products or services. You may not attempt to gain unauthorized access to any of ALE's services, other accounts, computer systems or networks connected to any of the services, through hacking, password mining or any other means. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available through ALE's services.

CHOICE OF LAW; JURISDICTION; ATTORNEYS' FEES

9. This Agreement will be governed by the laws of the State of Israel applicable to contracts entered into and performed exclusively in that State. Any court of competent jurisdiction sitting in Jerusalem, Israel will be the exclusive jurisdiction and venue for any dispute arising out of or relating to this Agreement. You hereby waive any argument that any such court does not have jurisdiction over you or such dispute or that venue in any such court is not appropriate or convenient. ALE will be entitled to recover its court costs and reasonable attorneys' fees and expenses incurred in successfully proving any breach of any term of this Agreement or in successfully defending any claim by You.

MISCELLANEOUS

10. This T&C together with any written agreement entered into between us via the Website constitutes the entire agreement between the parties, and supersedes all prior written or oral agreements or communications with respect to the subject matter herein. If any term in this Agreement is declared unlawful, void or for any reason unenforceable by any court, then such term will be deemed severable from the remaining terms and

will not affect the validity and enforceability of such remaining terms. The section headings in this Agreement are for convenience only and must not be given any legal import.

TRADEMARKS

© **2015 ALE** All product or service names mentioned herein or on the Website are or may be trademarks or registered trademarks of their respective owners. The products or services described in this document may be protected by Israeli and/or U.S. intellectual property law, rules and regulations.

ANY RIGHTS NOT EXPRESSLY GRANTED HEREIN ARE RESERVED BY

AVRAHAM STAIMAN DOING BUSINESS UNDER THE TRADENAME ALE

6. Sign up for newsletter?

Would you like to receive the latest news and updated from the world of academia?

Subscribe

7. Additional Resources- Link to separate page

We recommend these writing resources:

Writing Tips

[Common Errors](#): Helpful tips to help you avoid common writing pitfalls

[Purdue Online Writing](#): Writing exercises for academics

[Citation Managment Software](#): Comparative chart of various citation management software programs.

[EndNote](#): Tool for creating academic bibliographies

[Grammar Girl](#)

[\(facebook link\)](#): Daily grammar tips posted directly to your [Facebook](#) wall

[Academic Dictionary](#): Academic dictionary and encyclopedia

Publishing

Magnes Press: The Hebrew University Magnes Press

Hootsuite: Social media dashboard for authors

Writer's Digest: Network of agents accepting unsolicited manuscripts

CreateSpace: POD (Print on Demand) self-publishing service

Independent Publisher: Platform for marketing to the industry before your publication date

ScholarOne: Workflow management systems for scholarly journals, books, and conferences

Association of Jewish Book Publishers: Network of book publishers in the field of Jewish Studies

Journal

Springer: Tool for finding an appropriate journal for your manuscript

Journalfinder: Another tool for finding an appropriate journal for your manuscript

8. Contact Us-

Request a Call Back:

Link to request call- is this a plugin?

Give Us a Call:

International Tel: +972 (0)52-241-4342

USA Tel: 1-667-309-1572

Canada Tel: 1-647-495-9018

UK Tel: 0203-769-0297

Send us an email:

General Inquiries- Info@aclang.com

Work for ALE- gabrielle@aclang.com

Contact form

Get Started Now!- [Link to Get Started](#)

Our Team

ALE is able to maintain the highest level of quality and service thanks to our dedicated team of professionals. We are passionate about academic scholarship and helping you publish your research. You can read more about us below or even better, pick up the phone or send us an email to introduce yourself and let us know how we can help you publish your research.

Avi Staiman is the founder and managing director of Academic Language Experts. Prior to founding the company, Avi worked for many years as a translator and editor in the humanities and social sciences. Avi has a Master's degree from Hebrew University in education and his passion for leadership and teaching guide the vision of the company. Avi's mission is to help scholars publish and share their invaluable research in prestigious academic fora around the world.

avi@aclang.com

+972-522-414-342



Avi Kallenbach, Chief Academic Editor

Avi Kallenbach is the chief academic editor of Academic Language Experts. Prior to his position in the company, Avi worked as a freelance academic translator and editor in various fields of Jewish Studies and History. He has a Bachelor's degree in Jewish History and Jewish Thought from Bar Ilan University (cum laude) and won the 2013 Rector's Prize. He served in the IDF as a translator and media analyst. He

is currently studying for a Master's Degree in Jewish Thought in Bar Ilan University. He is fluent in Hebrew and English and is familiar with Arabic.

akallenbach@aclang.com

+972-58-611-9596



Gabrielle Fine, Director of Recruitment and Translator Relations

Gabrielle Fine is the director of recruitment and translator relations at Academic Language Experts. She has an undergraduate degree in Government from the London School of Economics. Prior to working at ALE, Gabrielle worked for many years in the nonprofit sector, as well as in public relations for Finn Partners. Gabrielle's mission is to ensure that every client is matched with the perfect language expert for their project.

+972-52-666-5095

gabrielle@aclang.com

Eran: Good morning! :)

Avi: Hi:)

FAQ-

Who are your translators and editors?

Every member of our staff has completed at least a Master's or Doctorate degree from a top research university. We work exclusively with translators who are native speakers of the target language and who have met our rigorous criteria and passed our acceptance exam. Many of our staff members have completed academic translation studies at respected academic institutions and many hold academic positions themselves.

How do I know that the work will meet my standards?

We offer every client the ability to choose their translator or editor. Upon receiving your text we will identify which members of our staff are best suited to complete your project. We offer you the chance to 'choose your translator or editor'. You can submit a short sample text and our language experts will complete and then send to you for review and evaluation. You can then choose your preferred translator or editor.

Will the translator/editor be familiar with my field?

Yes. We will match your project with an expert in your field who is familiar with the terminology, concepts and research in your discipline. This matching process ensures that your language expert will not only be able to understand your research but convey it at the academic level needed for publication.

Can I pay for my project with a stipend from my university or a research fund?

Yes. We work with hundreds of different universities around the world and are registered as official providers in those institutions. We also provide official invoices so you can receive compensation from your university or draw funds from your research grant.

How Much Does it Cost?

Our prices are calculated based on a number of factors, including the length and complexity of your text, formatting requirements, deadline, and other factors. Our pricing

is based on the number of words in the source document. [Click here](#) to get started and receive a price quote.

Can you format my paper according to a specific style sheet?

Yes. You can add formatting to your translation or editing project, or you simply send us your text for formatting alone. We have expertise formatting according to all major style guides and can also work with unique style guides created for a specific project.

What is included in the price quote? Do you work on my revisions until the paper is completed?

Suggested changes and edits which are based on the original source text will be reviewed at no additional cost. Any additional text, which is not reflected in the source, and is added in the middle of the project, will be charged an additional per word rate according to the number of words added.

Is proofreading and editing included in the price?

Every project that we translate or edit is proofread by an additional editor for quality and typos. If you want to have the translation edited and revised by a second language expert there is an additional cost.

How do I submit my paper?

To submit your paper please [click here](#) to get started. Registering will allow you to give feedback and comments on the project and to be notified about its progress. After you have registered you can choose your preferred track and upload your paper.

Formatting

Tagline- Let Us do the Dirty Work

When preparing an article for submission, sound research and a well-written text are not enough. Every journal and publication has its own formatting guidelines and style sheet; it is essential that these instructions are followed, otherwise your article risks being turned down. Let ALE take a load off your back by formatting your research for you.

Preparing Your Article

Formatting guidelines and style sheets affect a number of important components of your research, including: which fonts to use, transliteration procedures, paragraph structure, grammar and syntax rules, citations, quotes from primary sources and more. These must be adhered to completely when submitting an article for publication; otherwise your work risks rejection before the research is even read.

While style sheets have guidelines for the entire text, the most work is required for footnotes and bibliography. Prior to preparing these sections, it is crucial to determine which formatting style the journal requires. Each formatting style includes its own rules and procedures for how to include references (in-text citations, abbreviated footnotes, complete footnotes etc.). Style sheets explain how to contend with numerous issues such as: how to list a book that has multiple authors, differences between various sources, as well as rules for italicization, transliteration, publication name and date, spacing, indentation and more.

Our language experts have experience working with all the major formatting styles and guidelines, including **APA, AMA, Chicago Manual Style, Sage Harvard, MLA, Bluebook** and more.

Word Count

Another important note to keep in mind is the total word count. Most journals allow between 5,000-10,000 words and it is important to remain below the maximum word count when preparing your research for submission. When translating your research from one language to another, the word count can rise or fall dramatically and you don't want to be caught off guard.

Our academic formatting services will ensure that:

- Your manuscript follows the style sheet or guidelines requested by the journal or publisher
- The references, footnotes and in-text citations been presented as specified
- The text follows the overall layout requirements such as margins, spacing, alignment, and section breaks
- The transliteration style is adapted to the publication
- The figures, pictures and tables follow the specified style

Demo Project Text

1. Price Quote- New Client

Client clicks on get started and then clicks on translation or editing:

ALE: You are creating a project, that is great! Please be sure to put in all the important information so we can do the best job we can. What is your name?

CLIENT fills in name.

ALE: What is your email: _____ Phone number: _____ so we can contact you.

ALE: What project would you like to create today?

CLIENT chooses translation or editing

If translation, system gives source text and target text options (target is multi-select), if editing give only one language option.

ALE: What is the field of expertise?

CLIENT Start typing and it will show up.

ALE: Would you like us to format your paper according to a specific style guide?

CLIENT: YES/NO

ALE: When would you like the first draft completed by?

Button 1- My deadline is strict and I need it exactly by the date I requested

Button 2- My deadline is a suggestion but I am fine if it takes a bit more time to complete

CLIENT chooses date from Calendar and separate clickbox

ALE: Please upload your project file

CLIENT drags and drop one or multiple files

Review and confirm screen

Review of project details

Click box- Terms and Conditions

Chat Message

ALE: Hello Avi, thank you very much for submitting your project for a price quote. Your [SERVICE] project has been received.

'Would you like to receive translated samples of your text free of charge?'

-Yes, I would like to be able to choose my preferred language expert.

-No, I would prefer if you choose someone for me.

We will review your request and get back to you as soon as possible. If you have any urgent questions, please write us a message.

*Please note that samples can add up to an extra week to your project deadline and is limited to projects of at least 2000 words.

Admin sends price quote

Email 1

Dear Avi,

Thank you very much for submitting your translation project.

Your text has 9000 words and the rate per word for this project is 50 agurot. The total price is 4500 ILS plus VAT= 5500 ILS

Please read the project conditions attached below carefully before approving your project. Don't worry, you will be able to review the samples before making your final decision.

Approve **View Project**

In both cases take client back to control panel

ALE: Please specify any sections that do not require translation or editing

CLIENT can type a message

ALE: Would you like us to translate and/or edit the bibliography?

CLIENT can choose YES/NO

If formatting was chosen in first stage of registration:

ALE: Specify the formatting style (drop down uni-select)

CLIENT selects formatting style or chooses other and adds his own

ALE: You can upload a copy of the guidelines or insert a link

ALE: Do you have any additional information you would like to add?

CLIENT can type in a message.

ALE: Please make our lawyers happy and confirm our terms and conditions-

(CLIENT can click on clickbox with hyperlink to full terms)

If samples track is option:

Would you like to choose the language expert you want to work with? You can upload a short sample of your text (up to 250 words) for completion by numerous experts in your field and we won't even charge you for it.

If client clicks yes, prompt them to upload sample.

Summary: Review your project details to make sure it all looks good and ready to go.

Submit

If samples is chosen:

ALE: Thanks for accepting the quote, we have forwarded your project to the top language experts.

We will send you a message in the next few days informing you that the samples are ready for your review and evaluation. You can then choose your favorite candidate for completing your project.

If samples is not chosen:

ALE: Thank you for accepting the quote, we will send your project to our top subject experts for completion.

1b. New Project- Existing Client

ALE: What project would you like to create today?

CLIENT chooses translation or editing

If translation, system gives source text and target text options (target is multi-select), if editing give only one language option.

ALE: What is the field of expertise?

Field of expertise is pre-filled from previous project with ability to edit.

ALE: When would you like the first draft completed by?

CLIENT chooses date from Calendar and separate clickbox for rush delivery

ALE: Please upload your project file

CLIENT drags and drop one or multiple files

Chat Message

ALE: Hello Avi, thank you very much for submitting your project for a price quote. Your [SERVICE] project has been received. We will review your request and get back to you as soon as possible. If you have any urgent questions, please write us a message.

Admin sends price quote

Email 1

Dear Avi,

Thank you very much for submitting your translation project.

Your text has 9000 words and the rate per word for this project is 50 agurot. The total price is 4500 ILS plus VAT= 5500 ILS

Please read the project conditions attached below carefully before approving your project. Don't worry, you will be able to review the samples before making your final decision.

Approve View Project

In both cases take client back to control panel

ALE: Please specify any sections that do not require translation or editing

CLIENT can type a message

ALE: Would you like us to translate and/or edit the bibliography?

CLIENT can choose YES/NO

If formatting was chosen in first stage of registration:

ALE: Specify the formatting style (drop down uni-select)

CLIENT selects formatting style or chooses other and adds his own

ALE: You can upload a copy of the guidelines or insert a link

ALE: Do you have any additional information you would like to add?

CLIENT can type in a message.

ALE: Please make our lawyers happy and confirm our terms and conditions-

CLIENT clicks on clickbox with hyperlink to full terms

ALE: Hello Avi, thank you very much for submitting your project for completion. Your [SERVICE] project has been received. We will review your project and get back to you as soon as possible. If you have any urgent questions, please write us a message.

If favorite track is option:

Would you like to choose the language expert you have worked with before?

Please choose your favorite translator from the list below.

CLIENT chooses from list of translators who have worked on client projects in the past.

The screenshot shows a web browser window with the URL `acalang.com/projects/en/new-project.php?track=favorites`. The page title is 'Create A New Project'. Below the title, it says 'Fields with * are required.' There is a section titled 'Rank the Candidates' with a table listing users and their project counts. To the right, there is a video player with the title 'Need Help? Watch our Video Tutorial' and a video thumbnail showing a man at a laptop. The video title is 'How to Register, Sign in and Upload Your Project'.

Username	# Projects	Most Recent	Rank
anat718	2	Feb 26 2017	---
yifat264	1	Jan 23 2017	---
yi866	3	Jan 17 2017	---
libby776	2	Jan 1 2017	---
kevin186	2	Nov 7 2016	---

ALE: Thank you for choosing [username]. We will check their availability and get right back to you. 8

Email 1

Dear Avi,

Thank you very much for submitting your translation project.

Your text has 9000 words and the rate per word for this project is 50 agurot. The total price is 4500 ILS plus VAT= 5500 ILS

Please read the project conditions attached below carefully before approving your project.

[Approve](#) [View Project](#)

In all cases, screen will redirect client to payment screen where they will be able to choose payment via paypal or credit card and the following terms:

1. Pay now full amount and receive incentive
2. Pay 50% up front and 50% upon receipt of first draft
3. Payment via institution on basis of a purchase order

Client is sent to external payment site and completes payment.

Upon completion of payment CLIENT sent back to chat

If samples,

Avi Kallenbach: Hello, [CLIENT-NAME]. My name is [PROJECT-MANAGER] and I will be here to assist you and answer any questions throughout the project.

We will send your sample text to our experts immediately and you can expect to receive a number of samples in the next few days. You can then review and choose your preferred language expert.

If favorites,

Avi Kallenbach: Hello, [CLIENT-NAME], My name is [PROJECT-MANAGER] and I will be here to assist you and answer any questions throughout the project.

We will forward your project to your preferred language expert to confirm their availability and get back to you as soon as possible.

If fast-track,

Avi Kallenbach: Hello, [CLIENT-NAME], My name is [PROJECT-MANAGER] and I will be here to assist you and answer any questions throughout the project.

We will forward your project to our top available language expert for completion immediately.

[2. Choose a Language Expert \(samples only\)](#)

Email 2:

Dear Avi,

2 language experts have submitted samples and quotes for your project.

[View Samples](#)

[Chat](#)

ALE: Please rank the samples below for your translation project קורות חיים חינוך יסוד והתנסות מעשית תרגום 2. Instructions for ranking:

1. The samples should be marked in ascending order with 1 being the best.
2. Different candidates cannot receive the same ranking.

*Fields with * are required.*

Username	Rate Per Source Word	Total (9000 Words)	With VAT (1.17)	View Sample	Rank
melanie668	0.19	1710.00	2000.70	<input type="button" value="Go"/>	<input type="text" value="--"/>
dror863	0.12	1080.00	1263.60	<input type="button" value="Go"/>	<input type="text" value="--"/>

CLIENT confirms terms and conditions

Choose Language Expert and Begin Project

ALE: Thank you for submitting your project. [NAME of Top Expert] has been notified to begin working on this project immediately.

For favorites project, if one of the preferred resources accepts than client will receive the following message:

ALE: Congrats, [TRANSLATOR-NAME] has accepted the project and will begin working as soon as possible.

If preferred resources don't accept:

ALE: Unfortunately, [Translator] is unavailable to work on your work project. Don't worry though, we have other talented experts who would be an excellent fit.

Convert to Fast Track

3. First Draft

Email 3

Dear Avi,

We are happy to inform you that the first draft of your project קורות חיים חינוך יסוד והתנסות מעשית לתרגום 2 (# 2076) has been completed.

The draft has been submitted to our project reviewer for proofreading and quality assurance. As soon as the draft has been approved we will send it to you for review and feedback.

Thank you very much for using Academic Language Experts, we appreciate your business.

4. Chief Editor Review and Submission

Email 4

Dear Avi,

Please find the first draft of your text attached below. We invite you to review and make any edits or share any comments you may have.

Special Notes

Approve and Close Revise

If approved is selected:

CHAT

ALE: Thanks [NAME], you have successfully closed your project. Thank you very much for working with us, we look forward to continued work together in the future.

If revised is clicked, CLIENT is sent to chat and can send message and attachment.

5. Client Feedback and Review

Upon receipt of revised version:

Email 5

Dear Avi,

Please find the updated version of your text attached below for your review. Don't hesitate to be in touch with any further questions or comments you may have.

Chat should go back to the end of Stage 4, first draft

Email 6

Thank you for choosing ALE for your project. We hope you were satisfied with our work and look forward to working with you again in the near future.

##Certificate## Please find your official certificate of [SERVICE] attached below. You can send this certificate along with your submission to your intended publication.##certificate##

We also ask that you please support our continued efforts to improve our services and learn from our customers by completing our short feedback survey.

To CHAT

Feedback

*Level of academic knowledge and expertise in your field (1-5)

*Application of the requested formatting or layout style (1-5)

*Sentence structure, flow and readability in the target language (1-5)

*Level of communication and personal courteousness (1-5)

*Delivered drafts in a timely and organized fashion (1-5)

1. How would you describe the overall experience?

2. Do you have any suggestions for improving the overall process?

3. What are the most positive things the language expert should be commended for? Where is there room for improvement?

4. *Would you recommend our service to your colleagues?

Submit

Upon Completion

ALE: Thank you very much for agreeing to submit feedback on the work completed and for taking the time to assist us in improving our service.

Translator Registration & Control Panel

R= Required

Personal Information

Sign in w/ FB and Google

1. Email- R
2. First Name- R
3. Last Name- R
4. Phone- R
5. Phone 2
6. Mailing Address- R
7. City- R
8. State/ Province- R
9. Zip Code
10. Country- R
11. Currency- R
12. Password- R
13. Confirm Password- R

Professional Information

1. CV- R (Upload field)
2. Business Certificate- (Upload Field)
3. Service- Editing, Translation, Indexing (Multi-Select)
4. Source Language 1- R (Type ahead)

Target Language 1- R (Type ahead)

Source Language 2

Target Language 2

Source Language 3

Target Language 3

5. Specialization- (Type ahead, multi-select)
6. Please describe your experience as best possible.
7. Do you have experience formatting according to specific academic style sheets or guidelines? (YES/NO)
 - 7a. If yes: Which of the following style guidelines do you have experience working with? (Multi-select)
8. Do you use CAT (computer-assisted translation) tools? (YES/NO)
 - 8a. If yes, which of the following CAT Tools do you have experience working with? (multi-select)
9. Do you have experience completing scientific review for publication? (YES/NO)
10. Do you have experience formatting tables and charts?

11. Personal Website

12. Additional Information

Submit

Thank you very much for your application to join the ALE team of academic translators and editors. We will review your application as soon as possible and send you a decision along with instructions for continuing the process, if relevant. If you have any urgent questions, please feel free to email gabrielle@aclang.com

If translator is accepted they receive the following email:

Dear Avi,

Thank you for registering with us as a language expert at Academic Language Experts (ALE). We are honored to have you join our team of top academic translators and editors from around the world.

In order to complete the registration process we ask that you please:

1. Watch our tutorial video for new staff.
2. Sign and upload the attached Translator's Agreement.

Please note that the agreement includes a non-compete clause which confirms that if you become aware of the identity of the client, you agree not to work with them outside of the framework of ALE. Once you have completed these two steps your account will be activated and you will start receiving notifications.

agreement attachment

Continue Button-

Takes to Chat

Congratulations, you have been approved! In order to complete the registration process, please: 1. Watch the tutorial video for new language experts. 2. Review, sign and upload the attached NDA. 3. Fill in your payment details on our secure server.

Embedded Video

Financial Information:

Link to agreement for download

Upload signed agreement- R (Upload field)

Translation Rate- (Text box)

Tax ID #

Payment Preference-

-Bank Details - Paypal

If Paypal, paypal email

If Bank:

Bank Name and Number

Branch

Account #

Name on account

IBAN

SWIFT

ALE: Thank you very much, you have now completed the second and final stage of registration. You will receive an email with instructions on how to login to your account momentarily.

Text for registration intro page- Would you like to receive a price quote? Upload your project now and receive an exact price quote. Do you have further questions? Give us a call and we will be happy to assist you.

Icon Pages

1. File Cabinet- A list of drafts of the project and any other relevant reference files.
2. Money Icon- This page should be a list of billing documents including: price quote, order, proforma invoice, invoice, receipt, invoice/receipt. Each link should include date created. The page should also include payment details (words count, price per word, total, total plus VAT) and what the payment status is (paid/unpaid). It should also have a place for client to fill in details such as payment method, invoice name, invoice email, payment method.

3. Guidelines & Best Practices- Client

A. Guidelines for Translation Projects- Clients

1. **Questions and clarifications.** Any major questions or clarifications can be communicated with the translator 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 translated 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. **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 changes and additional preferences are not included in the initial price quote and will be charged at a rate of \$50 per hour. Comments and clarifications should be made through 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 to change. All changes in the body of the text must be made using 'tracked changes'. Only one revised text 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.
3. **Communication with the translator.** All communication with the translator must be conducted via the portal message system. It is forbidden to communicate with the translator about the project outside of the framework of the ALE portal.
4. **Payment for additional text.** Additional payment will required for new text that does not relate to original source text or could not be discerned from it. The payment for the addition of new sections should be discussed with the Project Manager.
5. **File Name.** Files should be named using the title of the text and the date of the respective draft. For example "The Ten Commandments Revisited 9.1.2015". Please do not include any part of your own name in the name of the file.
6. **Issues unrelated to editing.** Any issues unrelated to the specific translation of the text, such as payment, issues with the translator'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 translator.

7. **Consultation with Colleagues.** After receiving an edited version from the translator, please be sure to address all issues before sending back for a further edit and confirmation. If you plan on sending to colleagues for consultation please send to all relevant colleagues before sending back to the editor for additional revisions.

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 word count is final.

B. Guidelines for Editing Projects

1. **Questions and clarifications.** Any major questions or clarifications can be communicated with the 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 preferences are not included in the initial price quote and will be charged at a rate of \$50 per hour. 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 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.

4. **Communication with the editor.** All communication with the editor must be conducted via the portal message system. It is forbidden to communicate with the editor about the project outside of the framework of the ALE portal.

5. Payment for additional text. Additional payment will required for new text that does not relate to original source text or could not be discerned from it. The payment for the addition of new sections should be discussed with the Project Manager.

7. 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.

8. 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 consultation please send to all relevant colleagues before sending back to the editor for additional revisions.

9. 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.

Guidelines for Translators

A. Style Guide- Downloadable pdf

B. General Guidelines for Translation Projects

Questions and clarifications. Any major questions or clarifications can be communicated with the client 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 translated 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. Comments should be made in the source language whenever possible.

- 1. Quality of work submitted.** We expect – at the very least – all submitted texts to be well translated, proofread, spellchecked and checked for double spaces. Even though we never send on texts without proofreading, the ideal would be to have texts which COULD be sent on if needed.

2. **Primary Sources.** If the text includes primary sources, then the instructions for how they should be handled should be recorded on the View Project screen. If not, please check with the Project Manager for clarification.
3. **Style Sheet.** If there is a journal style sheet that is provided as part of the instructions then it is expected from the translator to edit and format the text in accordance with the particular style sheet. If there is no specific style sheet, please refer to the house style sheet found under the 'guidelines' tab. The time allocated to complete this work is calculated as part of the original price quote and will not merit additional remuneration. If you are not familiar with the particular style sheet, please inform the Project Manager immediately. Please avoid using contractions unless the text is supposed to be written in an informal manner.
4. **Revisions.** There are no restrictions relating to the number of revisions and a reasonable number of revisions will be completed at no extra cost. Comments and clarifications should be made through comments in the margins of the document and not by simply highlighting or making a list at the top of the document. All changes in the body of the text must be made using 'tracked changes'.
5. **Payment for additional text.** Additional payment will only be made for entire sections or paragraphs that are new and were not part of the original word count and not for individual words, phrases or sentences (within reason) made as part of the translation process. The payment for the addition of new sections is contingent on the written approval of the project manager and must be confirmed before the work is completed.
6. **Communication with the client.** All communication with the client must be conducted via the portal message system. It is forbidden to communicate with the client about the project in any other way as detailed in the signed Agreement.
7. **File Name.** Files should be named using the title of the text and the date of the respective draft. For example "The Ten Commandments Revisited 9.1.2015". Please do not include any part of your own name in the name of the file.
8. **Issues unrelated to translation.** Any issues unrelated to the specific translation of the text, such as payment, issues with the client's behavior and otherwise should be sent directly to the project manager at ALE. Under no circumstances should these issues be discussed directly with the client.

9. **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. Additional word allocations will not be allowed after the translation has been completed.
10. **Layout.** Wherever possible, stick to the layout given by the client. If this is not possible, please be in touch and let us know the issue you face.
11. **Disputes-** Any dispute regarding the quality of the product will be arbitrated by the Israel Translators Association.
- 12.

C. General Guidelines for Editing Projects

1. **Questions and clarifications.** Any major questions or clarifications can be communicated with the client 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 in the same language as the text itself.
2. **Quality of work submitted.** We expect – at the very least – all submitted texts to be well edited, proofread, spell-checked and checked for double spaces. Even though we never send on texts without proofreading, the ideal would be to have texts which COULD be sent on if needed.
3. **Primary Sources.** If the text includes primary sources, then the instructions for how they should be handled should be recorded on the View Project screen. If not, please check with the Project Manager for clarification.
4. **Style Sheet.** If there is a journal style sheet that is provided as part of the instructions then it is expected from the editor to edit and format the text in accordance with the particular style sheet. If there is no specific style sheet, please refer to the house style sheet found under the 'guidelines' tab. The time allocated to complete this work is calculated as part of the original price quote and will not merit additional remuneration. If you are not familiar with the particular style sheet, please inform the Project Manager immediately.

5. **Revisions.** Comments and clarifications should be made through comments in the margins of the document and not by simply highlighting or making a list at the top of the document. All changes in the body of the text must be made using 'tracked changes'.
6. **Payment for additional text.** Additional payment will only be made for entire sections or paragraphs that are new and were not part of the original word count and not for individual words, phrases or sentences (within reason) made as part the editing process. The payment for the addition of new sections is contingent on the written approval of the project manager and must be confirmed before the work is completed.
7. **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. Additional word allocations will not be allowed after the translation has been completed.
8. **Layout.** Wherever possible, stick to the layout given by the client. If this is not possible, please be in touch and let us know the issue you face.
9. **Communication with the client.** All communication with the client must be conducted via the portal message system. It is forbidden to communicate with the client about the project in any other way as detailed in the signed Agreement.
10. **File Name.** When submitting files, use only filename_EN. No need for your initials or other elaborate variations. Please do not include any part of your own name in the name of the file.
11. **Issues unrelated to editing.** Any issues unrelated to the specific editing of the text, such as payment, issues with the client's behavior and otherwise should be sent directly to the project manager at ALE. Under no circumstances should these issues be discussed directly with the client.
12. **Disputes-** Any dispute regarding the quality of the product will be arbitrated by the Israel Translators Association.

D. Guidelines for Translation Projects--Revisions

1. **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 preferences are not included in

the initial price quote and will be charged at a rate of \$50 per hour. Comments and clarifications should be made through comments in the margins of the document and not by simply highlighting or making a list at the top of the document. All changes in the body of the text must be made using “tracked changes.”

2. **Client Suggestions.** If the client has suggested changes: if you agree, please accept the change and incorporate it into the document. If you disagree, please leave a comment why you disagree.
3. **Language of comments.** Please keep in mind that our clients come from around the globe and therefore your comments should be in the same language as the source text to guarantee that they can be understood.
4. **Communication with the client.** All communication with the client must be conducted via the portal message system. It is forbidden to communicate with the client about the project in any other way as detailed in the signed Agreement.
5. **Issues unrelated to translation/editing.** Any issues unrelated to the specific editing of the text, such as payment, issues with the client's behavior and otherwise should be sent directly to the project manager at ALE. Under no circumstances should these issues be discussed directly with the client.
6. **Invoicing.** One invoice should be sent at the end of each month with all of the projects completed for that month. Payment is officially made on a Net+30 basis, however in practice we generally pay at the end of each month. Please send digital invoices to accounting@aclang.com and paper invoices to both the email address as well as our mailing address: Academic Language Experts LTD, Derech Mizpe Nevo, Maale Adumim, Israel 98410. Also, please be sure to update your payment info on your profile in order to facilitate payment. It is your responsibility to submit your invoice on time.

E. Guidelines for Editing Projects--Revisions

Guidelines for Editing Projects—Revisions

1. **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 preferences are not included in the initial price quote and will be charged at a rate of \$50 per hour. Comments and clarifications should be made through comments in the margins of the

document and not by simply highlighting or making a list at the top of the document. All changes in the body of the text must be made using “tracked changes.”

2. Client Suggestions. If the client has suggested changes: if you agree, please accept the change and incorporate it into the document. If you disagree, please leave a comment why you disagree.
3. Language of comments. Please keep in mind that our clients come from around the globe and therefore your comments should be in the same language as the source text to guarantee that they can be understood.
4. Communication with the client. All communication with the client must be conducted via the portal message system. It is forbidden to communicate with the client about the project in any other way as detailed in the signed Agreement.
5. Issues unrelated to translation/editing. Any issues unrelated to the specific editing of the text, such as payment, issues with the client's behavior and otherwise should be sent directly to the project manager at ALE. Under no circumstances should these issues be discussed directly with the client.
6. Invoicing. One invoice should be sent at the end of each month with all of the projects completed for that month. Payment is officially made on a Net+30 basis, however in practice we generally pay at the end of each month. Please send digital invoices to accounting@aclang.com and paper invoices to both the email address as well as our mailing address: Academic Language Experts LTD, Derech Mizpe Nevo, Maale Adumim, Israel 98410. Also, please be sure to update your payment info on your profile in order to facilitate payment. It is your responsibility to submit your invoice on time.

4. Payment policy- **only for translators**

We value our translators and editors and appreciate all the hard work that goes into each and every project. In turn, we are committed to paying our language experts on time. Therefore, we ask that you either watch the video or read the instructions below carefully so that payment can be processed quickly and efficiently.

In order to receive payment on time, please adhere to the following guidelines:

- 1. Send a payment request or invoice on the last business day of every month. There should be one payment request/invoice sent for all projects, please do not send multiple invoices during the month.**
- 2. Our official payment policy is net plus 30, however we almost always make payment by the third working day of every new month. Any invoices that don't come in by the last day of the month will be delayed until the end of the coming month.**
- 3. The invoice must include your name, date, project name, bank details, ALE project number, tax status, business ID, number of source words, rate per word, VAT (if applicable), and total price. Invoices should be made out to Academic Language Experts LTD.**
- 4. Please make sure that your preferred method of payment (paypal, bank transfer) and payment details are updated on your secure profile.**
- 5. In case of doubt, please sign into your profile and check the word count for all of your projects before sending off your invoice. Please don't send an invoice until you have been notified that the project has been closed or approved by the project manager.**
- 6. VAT will only be paid to Israeli citizens who are officially recognized as an osek morsheh (licensed business) or a chevra (corporation). All other parties will receive the rate excluding VAT. VAT will not be added to language experts who are not in the aforementioned categories.**
- 7. Immediately upon receiving payment, please send an official receipt. Delay in sending the receipt can result in the delay of future payments.**
- 8. Digital invoices should be sent to accounting@aclang.com and written invoices should be sent via regular mail to Derech Mizpe Nevo 50/6, Maale Adumim, Israel 98410. If you are concerned that sending via regular mail will delay payment, you can scan the invoice, send to accounting@aclang.com and then post via regular 'snail' mail.**
- 9. We currently offer the following payment methods: Paypal, bank wire transfer, USD check, and Israeli Shekel check. Invoices should include your preferred payment method and account details in order that we can make payment in a timely manner. You should also update your profile so that it contains the relevant payment information. Be sure to**

do your research to see how much each payment process will cost you as transfer expenses are generally incurred by the recipient and we will not add additional payment to cover transfer costs.

10. If you do not receive payment for an invoice submitted on time after the first week of the new month or receive an incorrect amount, please be in touch with us at accounting@aclang.com.

Details for invoice:

Academic Language Experts LTD 50/6 Derech Mizpe Nevo Maale Adumim, Israel
98410 Business Number- 515468254

All invoices/receipts/queries and any other issues relating to payment should be sent to accounting@aclang.com.

Thank you and we look forward to continued work together.

Beginning of chat after client has submitted project for quote:

ALE: Hello Avi, thank you very much for submitting your project for a price quote. Your [SERVICE] project has been received.

'Would you like to receive translated samples of your text free of charge?'

-Yes, I would like to be able to choose my preferred language expert.

-No, I would prefer if you choose someone for me.

We will review your request and get back to you as soon as possible. If you have any urgent questions, please write us a message.

*Please note that samples can add up to an extra week to your project deadline and is limited to projects of at least 2000 words.

Text for Formatting Page

Tagline- Let Us do the Dirty Work

When preparing an article for submission, sound research and a well-written text are not enough. Every journal and publication has its own formatting guidelines and style sheet; it is essential that these instructions are followed, otherwise your article risks being turned down. Let ALE take a load off your back by formatting your research for you.

Preparing Your Article

Formatting guidelines and style sheets affect a number of important components of your research, including: which fonts to use, transliteration procedures, paragraph structure, grammar and syntax rules, citations, quotes from primary sources and more. These must be adhered to completely when submitting an article for publication; otherwise your work risks rejection before the research is even read.

While style sheets have guidelines for the entire text, the most work is required for footnotes and bibliography. Prior to preparing these sections, it is crucial to determine which formatting style the journal requires. Each formatting style includes its own rules and procedures for how to include references (in-text citations, abbreviated footnotes, complete footnotes etc.). Style sheets explain how to contend with numerous issues such as: how to list a book that has multiple authors, differences between various sources, as well as rules for italicization, transliteration, publication name and date, spacing, indentation and more.

Our language experts have experience working with all the major formatting styles and guidelines, including **APA, AMA, Chicago Manual Style, Sage Harvard, MLA, Bluebook** and more.

Word Count

Another important note to keep in mind is the total word count. Most journals allow between 5,000-10,000 words and it is important to remain below the maximum word count when preparing your research for submission. When translating your research from one language to another, the word count can rise or fall dramatically and you don't want to be caught off guard.

Our academic formatting services will ensure that:

- Your manuscript follows the style sheet or guidelines requested by the journal or publisher
- The references, footnotes and in-text citations been presented as specified

- The text follows the overall layout requirements such as margins, spacing, alignment, and section breaks
- The transliteration style is adapted to the publication
- The figures, pictures and tables follow the specified style

Client Registration- Text for Deadline Options

ALE: When would you like the first draft completed by?

Button 1- My deadline is strict and I need it exactly by the date I requested

Button 2- My deadline is a suggestion but I am fine if it takes a bit more time to complete

Contact Us Page

Request a Call Back:

Link to request call- is this a plugin?

Give Us a Call:

International Tel: +972 (0)52-241-4342

USA Tel: 1-667-309-1572

Canada Tel: 1-647-495-9018

UK Tel: 0203-769-0297

Send us an email:

General Inquiries- Info@aclang.com

Work for ALE- gabrielle@aclang.com

Get in Touch

Name*

Email*

Phone*

Message*

Get Started Now!- Link to Get Started

Want to make the most of your language services? Download our free eBook 'The Academic's Guide to High Quality Language Services' today!

Translator/Editor Registration

*=required

About You

What is your name?*

What is your email?*

What is your phone number?*

What is your address? *

What city do you live in?*

What is your ZIP code?*

What country do you live in?* (Uni-select)

About Your Work

Please upload your CV-* (Upload)

Please upload your business certificate-

What service do you provide-* (Multi-select)

 If editing selected: Editing Language* (Uni-select)

 If translation selected: 3 Source and Target Language options (uni-select). First is required, next two are optional

What are your areas of specialization?*- (Multi-select) [up to 8 in total]

Please describe your experience as best possible*

Do you have experience formatting according to specific style sheets?* Y/N

 If yes, which style sheets (Multi-select) [up to 4 in total]

Do you use CAT tools?* Y/N

 If yes, which tools? (multi-select) [up to 4 in total]

Do you have experience formatting tables and charts?* Y/N

Additional Information

Link to personal website-

What currency would you like to be paid in? (List)

Choose password

Confirm password

Submit

Translator should be given thank you screen:

Thank you very much for your application to join the ALE team of academic translators and editors. We will review your application as soon as possible and send you a decision along with instructions for continuing the process, if relevant. If you have any urgent questions, please feel free to email us at info@aclang.com.

If translator is accepted they receive the following email:

Thank you for registering with us as a language expert at Academic Language Experts (ALE). We are honored to have you join our team of top academic translators and editors from around the world.

In order to complete the registration process please login to your account:

[Login](#)

[Chat](#)

Congratulations on being accepted to the ALE team. In order to complete your registration, please:

1. Watch our tutorial video for new staff.

(Embedded video)

2. Sign and upload the attached Translator's Agreement.

Please note that the agreement includes a non-compete clause which confirms that if you become aware of the identity of the client, you agree not to work with them outside of the framework of ALE.

3. Complete your financial information

What is your standard translation and/or editing rate- (Text box)

What is your tax ID #?

Payment Preference-

Bank Details - Paypal

If Paypal, paypal email

If Bank:

Bank Name and Number

Branch

Account #

Name on account

IBAN

SWIFT

Upon completion:

Thank you for completing the registration process. Your account will be activated and you will start receiving project notifications shortly.

