

The ISAP Proofreading Scheme

The aim of the scheme is to facilitate the voluntary proofreading of archaeological geophysics texts written by ISAP members by other ISAP members.

This document lists some considerations that the parties involved might wish to take into account.

Authors

Authors should make the best possible efforts to produce a high-quality text that is scientifically and linguistically as good as they can achieve. If the text is not in the author's native language it is recommended to use tools such as Google translate or the more versatile QTranslate software (suitable for longer texts and facilitating different translation engines) to produce the text in the required foreign language - these tools produce very good results when translating into English.

When making a request for proofreading the following information should be provided by the author:

- in which language is proofreading required?
- how long is the text (e.g. number of words, approximate page count, number of captions)?
- when is it due, and is this a hard deadline?
- for what purpose is the text required (e.g. journal publication, grant application)?
- what archaeological geophysics expertise is required?
- is other subject knowledge also required?
- in what format is the text available (e.g. Microsoft Word document (preferable), .odt; .pdf is not recommended)?

After the text has been proofread and returned to the author the contributions of the proofreader should be acknowledged in an appropriate form (e.g. as a mention in the acknowledgement section of a journal article).

The author will inform the ISAP Honorary Secretary about the successful completion of proofreading under this scheme (HonSec@archprospection.org) so that the proofreader can be acknowledged by ISAP (see below).

Proofreaders

If an ISAP member considers that based on the information provided by the author (see above) they may be able to undertake proofreading of the text, they will contact the author who will send the text to them electronically.

Within one week of receiving the text the proofreader will have examined the text and decided whether they will accept the proofreading task and complete it by the set deadline. This will be communicated to the author as soon as possible.

If the proofreader encounters any issues that may prevent them from returning the proofread text to the author by the deadline they will inform the author immediately so that other solutions can be explored by the author.

If possible, the way the text is annotated during proofreading should be agreed with the author (e.g. using 'track changes' in Word, or simply correcting the text, maybe in a different colour). It is recommended that the method most convenient for the proofreader is being used.

The proofread text must be returned to the author electronically no later than the agreed deadline.

Facilitation by ISAP

ISAP facilitates the provision of proofreading by members for members, but cannot be held responsible for the process or any arising consequences. Any reciprocal arrangements agreed between authors and the proofreaders are outside of the ISAP facilitation.

ISAP manages an email list (proofreading@archprospection.org) to which members can be registered if they want to make use of the scheme, either as author or proofreader. The email list will be used by authors to announce proofreading requests (all the details listed above should be provided in any such request). To be added to the list, please send an email to info@archprospection.org.

ISAP will host on its website a 'Hall of Fame' in the form of a web page (www.archprospection.org/proofreading) with the list of those who have helped other members through proofreading. If and when appropriate, the ISAP Management Committee may announce particularly outstanding members who have helped other members (e.g. by proofreading several texts).