

Student Agreement & Terms of Use – Updated Summer 2017

As a student enrolled in the Duke University School of Nursing, I understand that I am offered a unique opportunity to engage the services of a professional writer and editor, Sara D. Hauber [SDH], to assist me in the writing and editing of my course papers and manuscripts for journal submission. This service is provided by the School at no cost to me. It is designed to help me excel in my coursework and beyond.

To use this service, I agree to the following terms:

- ✓ By requesting an appointment through MyResearchEditor.com, I acknowledge that I have read and agree to all terms stated in this document. Any violation of this agreement will result in my losing access to this service.

Scope of Services

- ✓ I will only use the service as it is intended—to assist me in the writing, editing, and revising of my course papers and/or manuscripts for submission to journals.
- ✓ I understand that no one is responsible for the content of my papers but me.
- ✓ I agree that the work I submit for review is wholly my own creation and that no part of my work is plagiarized.
- ✓ I understand that it is not SDH's job to edit or "fix" my paper on her own time; rather, she will provide me written feedback concerning how best to improve the language, flow, structure, and style of the paper I submit for her review.

Types of Appointments Offered

- ✓ I understand that I am only allowed to initiate "emailed-feedback" appointments via myresearcheditor.com.
- ✓ My confirmed emailed-feedback appointment start time is the time at which my paper submission form is due to be sent to SDH, and SDH will send me her emailed feedback **within 5 business days (Mondays through Fridays, excluding federal holidays) after my confirmed appointment date** (see text box below).
- ✓ If I have questions after reading SDH's feedback, I have two options that must be initiated within 24 hours of receiving feedback: (1) I may send an email with my questions and expect answers within 1 to 2 days, or (2) I may request, via email, to schedule a follow-up voice-to-voice call via Skype or phone within the subsequent 7-day period. These calls typically last 20-30 minutes.
- ✓ If, when sending my initial feedback, SDH deems that we need a voice-to-voice call, she will let me know, and together we will agree to a time to chat.

Example

You submitted your 12-page paper for SDH's review at 6 p.m. on Sunday (which was your confirmed appointment time) and received her emailed feedback at 6 p.m. on Wednesday. She thinks you should meet to further discuss the paper by phone. You agree to hold a follow-up voice-to-voice call at 8:30 a.m. Eastern the following Monday. That entire sequence is considered ONE of your allowed appointments because it includes only ONE emailed-feedback session plus the optional follow-up call associated with it.

***Please note that feedback turnaround time is NOT immediate!
Plan ahead so you have time to revise your paper after you receive SDH's feedback!***

Limitations of Usage

- ✓ I understand that all DUSON students are allowed up to 3 emailed-feedback appointments per semester. In addition, DNP and PhD students are allowed an additional 2 sessions *for their final DNP manuscript or PhD dissertation only.*
- ✓ I agree that I am allowed to request clarification via email OR request a follow-up voice-to-voice call ONCE for each set of emailed-feedback I receive.
- ✓ I understand that I am NOT allowed to submit a new paper or ask questions about an updated draft during a follow-up email or call. SDH will only refer to her original emailed feedback when addressing any follow-up queries.
- ✓ I understand that SDH is only able to send me a PDF of my paper with her comments and feedback, and that it is up to me to perform any necessary changes to my original paper's Word document.

Scheduling & Cancellation

- ✓ I understand that if I mistype my email address while requesting an appointment, I will not receive any email notifications—including notification that my appointment was scheduled! *Therefore, I will carefully check my email address when I complete the appointment-request form.*
- ✓ I agree to cancel any scheduled appointment more than 24 hours in advance of its start time so another student may schedule that slot in which to submit her paper. (A *cancellation link is included in the "appointment confirmation" email sent by the Schedulista scheduler to you. You may also phone SDH at her office to cancel: 919-913-8067.*)
- ✓ Any "no-show" appointments (i.e., not submitting a paper on or before the appointment date) will be counted against my per-semester appointment limit.
- ✓ I forfeit my right to any future appointments if I commit 2 no-shows in a semester.

Technology Requirements

- ✓ In order to use this service, I understand I must have access to Microsoft Word or Open Office.
- ✓ I agree to submit my paper/draft in an editable electronic file (.doc, .docx, or .odf) via file upload at www.myresearcheditor.com/duke-university.html **ON OR BEFORE** my confirmed appointment time. *(Follow-up calls and follow-up emails do not require paper submission forms to be submitted because only the original feedback is reviewed.)*
- ✓ The password to access both the appointment scheduler and the paper submission form is "**editorial**"
- ✓ **PDFs are NOT an acceptable file type for drafts/papers**, only for supporting documents such as rubrics or example papers.
- ✓ I understand that the paper submission form includes document-size limits. These are printed in gray typeface below each "upload file" button. I understand that trying to attach files that are too large will prevent the entire submission form from submitting.

For voice-to-voice follow-up only (arranged personally with SDH)

- ✓ I understand that a reliable phone number (preferably land line) or Skype* account is required.
- ✓ I agree to send a Contact Request via Skype to SDH (Skype ID: **sdhauber**) prior to any scheduled follow-up voice-to-voice appointment date, if I intend to use Skype.
- ✓ I agree that it is my responsibility to contact SDH precisely at the time of our scheduled follow-up voice-to-voice appointment time, if we have scheduled a follow-up call.

If you agree to all terms set forth above, follow these steps:

Making an Appointment

1. Go to www.MyResearchEditor.com, select the Duke University tab, and enter the password: **editorial**
2. After reading and accepting the terms of this agreement, click the button to go to the appointment scheduler.
3. Click on various dates shown on the mini calendar and select one of the available time periods in which to submit your paper.
4. Fill out the short request form, carefully checking your email address, and submit it. With the Schedulista scheduling software, your appointment will immediately be confirmed, and you will also receive confirmation via email.

Preparing Your Paper for Review

5. Be sure to view the video “Before Submitting Your Paper for Review” ([found at this link](#)), and follow the steps therein.
6. To make the best use of SDH’s time, also review and apply any changes according to the instructional videos regarding APA style, grammar, and punctuation ([found at this link](#)) prior to submitting your paper for review.

Submitting Your Paper for Review

7. After your appointment has been scheduled and you have completed the recommended steps to prepare it for submission, complete the online paper submission form by going back to www.MyResearchEditor.com/duke-university.html, entering the same password as before, checking that the student agreement has not changed, and choosing to “submit my paper.”
8. Read the paper submission form and all notices carefully, follow the instructions on the submission form, and your paper should submit without issue. Complete this form on or before your confirmed appointment time.

Receiving Feedback

9. Receive feedback from SDH (via emailed PDF) **within 5 business days of your confirmed appointment’s date, depending on the length of your paper, the time of the semester, and the complexity of your assignment.** (Most feedback is completed within 3 days, but longer papers and papers submitted during extra-busy times of the semester require more time. Plan ahead and schedule your appointments well before any due dates!)
10. If you feel you need clarification on the feedback SDH has sent, you can either (a) send your questions via email within 24 hours, or (b) request to schedule a follow-up voice-to-voice call. If no further clarification is needed, you’re all set!

* All voice-to-voice follow-up calls can be complete via telephone if you have access to a reliable phone and do not wish to create a free Skype account.

When you and your fellow students follow these guidelines, the process of working with me is typically smooth and trouble free. Therefore, I and your fellow students thank you for reading, understanding, and following these guidelines.

*Looking forward to seeing your work soon,
Sara D. Hauber*