

Student Agreement & Terms of Use – Updated January 2018

As a student enrolled in the Duke University School of Nursing, I understand that I am offered a unique opportunity to receive writing assistance from a professional writer and editor, Sara D. Hauber [SDH], at MyResearchEditor.com. 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:

- ✓ It is **not** SDH's job to edit or "fix" my papers on her own time; rather, she will provide me written feedback concerning how best to improve the language, flow, structure, and style of any paper I submit for her review.
- ✓ No one is responsible for the content of my papers but me.
- ✓ The work I submit for review is wholly my own creation and no part of my work is plagiarized.
- ✓ 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.

Overview of Editorial Advising Appointments

- ✓ I am allowed to schedule up to 3 "emailed-feedback" appointments each semester, depending on SDH's availability, via myresearcheditor.com.
- ✓ My emailed-feedback appointment start time is the time at which my paper submission form is due to be sent to SDH.
- ✓ I will receive SDH's emailed feedback within a set number of days, depending on the length of my paper (see program-specific pages at myresearcheditor.com for details).
- ✓ If, when sending me emailed feedback, SDH deems that we need a voice-to-voice call to discuss my paper, she will let me know, and together we will agree to a time to chat.

Limitations of Usage

- ✓ I am allowed up to 3 emailed-feedback appointments per semester, depending on availability. All appointments are available on a first-come, first-served basis.
- ✓ If I wish for SDH to review a revision of a paper she has previously reviewed, I must schedule a new appointment to have the newer draft reviewed.
- ✓ SDH is only able to send me a PDF of my paper with her comments and feedback, and it is up to me to perform any necessary changes to my original paper's Word document.
- ✓ Papers sent to SDH via email, rather than via paper submission form, will not be read.

Scheduling & Cancellation

- ✓ If I mistype my email address while scheduling an appointment, I will not receive any email notifications or reminders! **Therefore, I will carefully check my email address when I complete the appointment-scheduling form at myresearcheditor.com.**
- ✓ 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 email SDH to cancel: sara@myresearcheditor.com.)
- ✓ 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.
- ✓ **PDFs are NOT an acceptable file type for drafts/papers**, only for supporting documents such as rubrics, author guidelines, 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. Trying to attach files that are too large will prevent the entire form from being sent.

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 page for your degree program. Review the program-specific guidelines and click “take me 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 your paper 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 “take me to the paper submission form” on your degree-specific page.
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 a week, depending on the length of your document**. *(See new program-specific guidelines when you schedule your appointment. Plan ahead and schedule your appointments well before any due dates!)*
10. If SDH feels you should discuss your paper by phone, she will let you know when she sends you her feedback.