

## The Graduate School, Kasetsart University English Abstract Editing and Proofreading Service

The Graduate School at Kasetsart University now offers **free** abstract editing and proofreading services for all graduate students. All editing and proofreading is conducted by a native English-speaking editor.

### Abstract Submission Guidelines

**Step 1:** Students should seek the approval from their advisor to confirm that the contents of the abstract is ready for editing or proofreading.

**Step 2:** Students must submit a **complete, accurate and legible** General Request Form (GS01).

**Step 3:** Students must submit the GS01 to the student services counter located on the ground floor of The Graduate School building.

**Step 4:** Students must email their abstract to [egradservice@gmail.com](mailto:egradservice@gmail.com) in Microsoft Word format. Please use the following format when drafting the email:

- **Subject Title:** Your\_Full\_Name - Student Editing and Proofreading Submission
- **Attachments:** Your\_Full\_Name.docx
- **Body Text:** Select **one** of the following two options:  
**Option #1:** "Please **Edit** the attached abstract." - or -  
**Option #2:** "Please **Proofread** the attached abstract."

Edit	Proofread
✓ Ambiguity	✓ Grammar
✓ Content Suggesting	✓ Punctuation
✓ Inconsistencies	✓ Language Usage
✓ Restructuring	✓ Spelling
✓ Rewriting	✓ Syntax
✓ Tone	✓ Vocabulary
✓ Wordiness	✓ Word Choice
	✓ Word Tense

**Step 5:** Upon completion, the revised version of the abstract will be emailed to the address entered on the GS01.

**Step 6:** Students must immediately fill out and email back the "Editing & Proofreading Evaluation Questionnaire" received along with the completed abstract.

### Helpful Tips and Notes

- **Original Files and Documents:** Students must keep a personal copy of all forms and files submitted to The Graduate School.
- **Complete in English:** To avoid delay, all forms, file names, and email addresses should be written in the English language.
- **Time Frame:** Under normal circumstances, it should take about one week to complete the review of an abstract.
- **Unsuitable Abstracts:** Abstracts with many errors will **not** be edited or proofread. Student will be asked to improve the quality of the writing. Once improved, student will need to complete a new GS01 and restart the submission process again (step #1).

For more information, please contact Mr. Sorawut at the The Graduate School, second floor or The Graduate School building or call 02-942-8445-50 ext. 206.