

## Request Form for Proofreading of an Academic Paper in English

**Last name, first name:**

**Email address:**

**Phone number** (in case of further questions):

**Faculty:**

I consent to the Proofreading Service sharing my contact information to enable the proofreader to contact me directly with any questions about the text.

**Status:**

Doctoral candidate at TU Berlin

Supervising professor:

Research associate at TU Berlin

Date of dissertation:

**Name of peer review journal:**

**Language:**

British English

American English

**Requested delivery date:**

**Special requests:**

Check writing style:

Track corrections in the document:

Provide individual feedback summary:

**By signing, I confirm**

that I have submitted a **declaration of intent to pursue a doctorate** at Technische Universität Berlin  
or

that I am employed as a **research associate** at TU Berlin and that I completed my doctorate within the  
past two years.

Place, date: \_\_\_\_\_ Signature: \_\_\_\_\_

Please send

- the completed request form
- a Word file with the text to be proofread
- and if applicable, a list of standard technical terms

to Julia Kron at: [korrektur@internationales.tu-berlin.de](mailto:korrektur@internationales.tu-berlin.de)

We would be happy to answer any questions you may have. We are available by email (see above) or phone:  
+49-30-314-26765.

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The establishment of the Proofreading Service is a measure of the 2019/20 Advancement of Junior Scholars Action Plan to optimize support for junior scholars at TU Berlin and an outcome of the [Round Tables with Junior Scholars](#), regularly held by vice president for strategic development, junior scholars, and teacher education, Professor Dr. Angela Ittel, since winter semester 2018/19.