

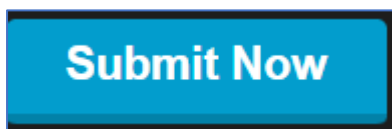
Guide to the Enago proof-reading service

The service is restricted to professors, researchers and PhD students with an email address @unibg.it.

1. Go to <https://www.enago.com/univ/unibg>. It's a dedicated site, so make sure you can see the University of Bergamo on it.



2. Click Submit now



3. Insert your institutional email address:

The image shows a web form titled "Inquiry/Order Form". It has a text input field containing the email address "annalisa.bardelli@unibg.it" and a red "Continue" button. Below the input field is a "Select Files" button with a lock icon and the text "256-bit encryption".

4. Upload your file :

The image shows the "Inquiry/Order Form" after a file has been uploaded. The email input field and "Continue" button are at the top. Below is the "Select Files" section, which now shows "1 file(s) uploaded" and a "Select files" button. A file named "Enago test.docx" is listed as "MS Word" with a trash icon. There is a link for "Add reference files" and a "File secured with Enago Lock" indicator. On the right, an "Order Summary" box shows "Service Name: - Advance Editing". A "Proceed to next" button is at the bottom right.

5. Choose the service plan; you can choose the plan you prefer, but not the urgent service: average revision time is 5 days.

The screenshot shows a web interface titled "Select the Right Service & Delivery Plan" with a "Normal Editing" status indicator. It features three service options: "Advance Editing" (unselected), "Normal Editing" (selected and highlighted in green), and "Language Check" (unselected). Below the service options, there is a section for "Select your preferred delivery time (GMT)" with two rows: "Delivery Options" set to "5 Days" and "Deadline" set to "2026-05-25" at "21:00 GMT".

6. Insert your subject area (to have a competent editor assigned), and your other requirements (e.g.: the journal you want to publish on).

The screenshot shows a web interface titled "Specify Subject Area & Journal Requirements". It includes a "Subject Area" input field with a placeholder "Please enter your subject area" and a list of suggested areas: "Pediatrics", "Ophthalmology", and "Internal Medicine". Below this, there are two tabs: "Academic Document" (selected) and "Non-Academic Document". Under the "Academic Document" tab, there are three levels of selection: "Level 1" (Please select), "Level 2" (Please select), and "Level 3" (Medical/Clinical Sciences, Physical Sciences and Engineering, Economics and Business, The Arts, Humanities, and Social Sciences). At the bottom, there is a "Journal Name" input field and a "Journal Formatting" dropdown menu set to "No, do not format".

7. Send your request. An account will be created for you, with your institutional email address as id.

Hello Annalisa,

Thank you for signing up for Enago. It's a pleasure to have you on board!

Your membership id is XLQXAW.

Your login details are below:

Your username is: annalisa.bardelli@unibg.it

Your password is: vCOAObdU

Login URL: <https://my.enago.com/en-login.aspx>

8. Don't worry for the invoice, we'll pay it, you'll receive it only as courtesy.
9. For more info: annalisa.bardelli@unibg.it