



SCRIBENDI

Academic and Scientific Editing for  
the University of Bergamo

# Academic Editing



Boost your research credibility and accuracy with error-free writing

## Our Editorial Support Covers



Manuscripts & Post-Peer Review Revisions



Research Proposals & Funding Applications



Collaborative Comments & Peer Review Comments

### Common documents

- Essays
- Journal articles
- Papers
- Research projects
- Book chapters
- Conference proceedings, posters, and presentations

# Academic Editing ---

What is included?

- ✓ Correction of **spelling errors, grammar errors, and typos.**
- ✓ Changes and suggestions to help **improve clarity, flow, structure, and readability.**
- ✓ **Tracked revisions** so that you can see and review all the changes that have been made.
- ✓ **Formatting of citations and references** according to your target journal's guidelines.
- ✓ **Comments** to point out problems and **suggestions** for solving them.
- ✓ A **short summary** of the work that has been done and any major concerns.



# Scientific Editing

## Boost Your Manuscript's Impact with Expert Scientific Editing



Editing completed by an expert in your scientific field



Tailored editing to meet specific journal guidelines



Field-specific scientific commentary and logic check



Detailed editing of figures, tables, and references



Editorial advice for improving manuscript quality



50% off second round of editing



# Scientific Editing

Achieve publication success with tailored editing by subject-matter experts with top-journal experience



- ✓ PhD-level subject-matter experts with peer review and editorial experience.
- ✓ In-depth content and structural editing.
- ✓ Editors are active researchers in your field.
- ✓ Enhanced focus on clarity, coherence, and academic impact.
- ✓ Additional review by a language specialist.
- ✓ Detailed, targeted recommendations for manuscript improvement.
- ✓ 50% off second round of editing.

# Academic Editing vs. Scientific Editing

	Academic Editing	Scientific Editing
Editor for Your Work	Experienced academic editor	PhD subject-matter expert + language expert
Key Focus Areas	Grammar, diction, clarity, style, logic, and readability	Academic editing areas + content, structure, impact, and journal suitability
Scientific Accuracy	Reviewed for logic, clarity, and valid arguments	Ensured by an experienced researcher in your field
Journal Guidelines	Adherence to general style guides and journal guidelines	Complete adherence to the guidelines of SCIE journals
Clarity & Coherence	Improved readability for a broad academic audience	Refined for academic impact and alignment with your target journal
Strategic Advice	Suggestions for improving clarity, flow, argumentation, and continuity	In-depth commentary on content and aims from subject-matter experts
Quality Assurance	One academic editor	Two editors: subject-matter expert + language expert
Tailored Recommendations	Based on academic best practices	Detailed and targeted field-specific recommendations
Second Review of Your Work	Occasional discounts	50% guaranteed discount

# Navigating the Client Portal and Placing an Order

# 1. Log in

Visit <https://www.scribendi.com> to log in to the Client Portal with your email address and password.

The screenshot displays the Scribendi website's navigation and login interface. At the top right, a 'Client Portal' dropdown menu is highlighted with a red box, containing links for 'Client Portal', 'My Orders', 'Log In', and 'Create an Account'. The main navigation bar includes 'About Us', 'Contact', 'Editing and Proofreading Services', 'Corporate Services', and a 'Get an Instant Quote' button. The Scribendi logo is on the left, and a 'Log In' link with a key icon is also present. Below the navigation is a dark banner with a crumpled paper background. The central focus is a 'Log In' form with the following elements:

- Lock icon and 'Log In' text.
- Link: 'New to Scribendi? [Sign up](#)'
- 'Continue with Google' button.
- 'Continue with ORCID' button.
- 'Or' separator.
- 'Email' label and input field with placeholder 'e.g., example@www.com'.
- 'Password' label and input field with placeholder 'password'.
- 'Forgot Password?' link.
- 'Log In' button.

## 2. Client Portal

From the Client Portal, you will be able to place and pick up orders, view past orders, save style guides, access your bookmarked services, and manage your list of favorite editors.

The screenshot displays the Scribendi Client Portal interface. On the left is a navigation sidebar with a red border around the top section. The sidebar items are: Current Orders (with a '0' badge), Order History (with a '0' badge), Saved Quotes (with a '0' badge), Prepaid Funds, Scribendi AI, Style Guides, Favorite Editors, and Service Bookmarks. Below these are Settings and Logout. At the bottom of the sidebar is an orange button labeled 'Get an Instant Quote →'. The main content area on the right includes a video link 'How to Download Your Completed Files', an 'Order Quick Search' section with a search box and a 'Go' button, and a 'Current Orders' section with a message: 'You currently have no orders in progress.' Below this is a 'Hints' section with a bullet point: 'Times shown are GMT unless otherwise stated.'

### 3. Placing an Order

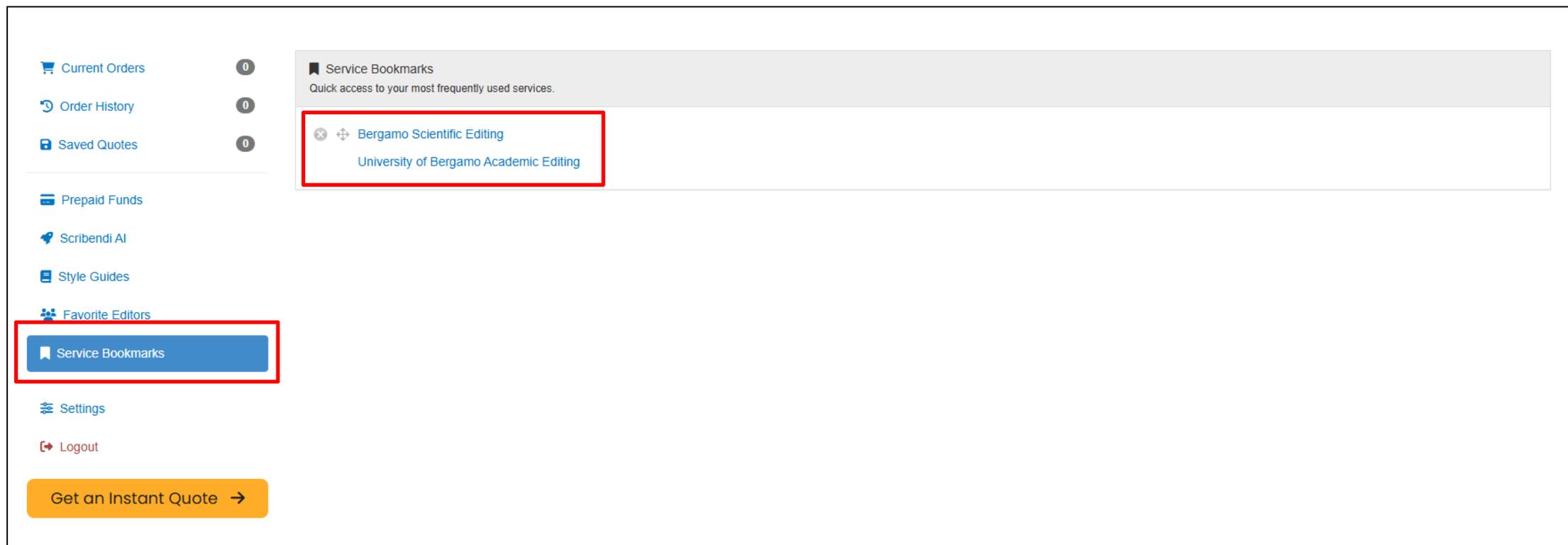
We have created custom services exclusively for the University of Bergamo. When you use these services, the university will be directly invoiced. Kindly note that if you choose any of our standard services, you will be required to pay upfront with a credit card, PayPal, or Alipay.

You can access the custom services through the Bookmarks section in the Client Portal or directly via these links:

[https://www.scribendi.com/service/bergamo\\_academic\\_editing](https://www.scribendi.com/service/bergamo_academic_editing)

<https://www.scribendi.com/service/bergamo-scientific-editing>

Since these are private services, you need to be logged in to access them through the links.



### 3. Placing an Order (cont.)

Once on the service page, the Instant Quote widget will be displayed. From there, you can upload your document, and the system will automatically calculate your word count and provide the exact price. Click "Order Now" to proceed.

#### Get an Instant Quote and Place Your Order

Please upload your documents: [Upload Documents](#)  
*We will calculate your word count for you.*

Or, enter the word count of your documents:   
*Include footnotes and endnotes if you want us to review them.*

Show your quote in this currency:

File	Word Count	Include in Price?	
 Example document for editing.docx	8,266	<input checked="" type="checkbox"/>	

University of Bergamo Academic Editing      8,266 words completed within 1 week      € 329.43 

 Prices include your personal 5% discount.

 Prices include 0% sales tax (None) 

[Save Quote](#) [Order Now](#)

## 4. Instructions

Once you click "Order Now," you will be taken to the Instructions page. Here, you can upload additional documents to be edited or for the editor's reference (e.g., article templates, style guidelines). If you want to add documents for reference only, be sure to change "Include in Price?" to "No."

You can also manually adjust the word count if you don't need the whole document to be edited. In this case, please be sure to provide an explanation for the editor in your instructions (e.g., "Please don't edit chapter 2").

✓ Instant Quote   2 Instructions   3 Secure Checkout

Please use this page to upload your document file(s) for us to work on. Once you have uploaded all your documents and given us your instructions, use the **'Proceed to Checkout'** button at the bottom of the page to proceed to our secure checkout and send us your order online.

Your Document(s)

File	Word Count ⓘ Click to edit	Include in Price? ⓘ
Example document for editing.docx	8,266	Yes <input type="checkbox"/>

To add files to your order, click the **'Upload Documents'** button below.

Upload Documents

If you would like to attach style guides to this order, select them here:

Select style guides

## 4. Instructions (cont.)

Next, you will need to make choices regarding the version of English used in your document as well as the formatting of citations, references, and page and text elements. In the instructions box, you can include a message for the editor or directions to follow when working on your document.

If you wish to have your order completed by an editor you've worked with before, you can request their services by entering their editor code.

☰ Instructions

\* **Title:**

\* **Do you want us to format any citations and references (or footnotes/endnotes) according to a style guide?**

\* **Do you want us to format page and text elements (e.g., font, margins, line spacing, numbering, and headings) according to a style guide?**

\* **English Version**

**How did you first learn about us?**

**Instructions**

**Editor Code (Optional):**

Would you like this order to be completed by an editor you've worked with before?  
If you know their code (it will look like EM###), enter it above. If your chosen editor is not available we will ensure the next available editor completes your order, so that it is returned on time.

## 5. Checkout

If you have selected one of the University of Bergamo's custom services, you will see "On Account" as the payment option on the Checkout page. This means that the order will be invoiced to the university at the end of the month.

Make sure to agree to the Terms of Service and Privacy Policy and click on "Complete Order" to submit your document. You will receive a confirmation email shortly after submission.

### Your Details

Name:

Email Address:

Billing Address:

### Payment Options

On Account 

Put this order on your account and pay at the end of the month.

Discount Code (optional):

### Order Details

Order title: Example document for editing

Document(s): Example document for editing.docx

Your instructions: No instructions provided.

### Order Total

University of Bergamo Academic Editing, 8,266 words completed within 1 week	€ 329.43
Your personal 5.0% discount saves you € 17.34	
Currency: Euro	Total: € 329.43

I agree to the Scribendi [Terms of Service](#) and [Privacy Policy](#).

## 6. Further Interaction

If an editor has questions or concerns about an order or if you have additional instructions, communications will occur through our Customer Support team.

You can contact Customer Support through the form available at <https://www.scribendi.com/contact>, via email to [customerservice@scribendi.com](mailto:customerservice@scribendi.com), or by phone at +1 (519) 351-1626.

The Customer Support team is available daily (including weekends and holidays) from 7 a.m. to 10 p.m. ET (GMT-5; GMT-4 during daylight saving time).

Should you have questions or require assistance, please don't hesitate to reach out. We are happy to help!