

**SEHA RESEARCH SUPPORT SERVICES**

**LIST OF MANUSCRIPT EDITING & PUBLISHING SERVICES**

Seha Manuscript Editing Services is a part of Seha Research Support Services provided free to all researchers by Seha Academic Affairs Dept.

* Manuscripts that are for publication in **journals with Impact Factor will** only be accepted for editing and paid by SEHA.
* Maximum of any 2 editing services can be availed per manuscript and will be paid by Seha.
* Author can choose any number of services regardless of the impact if he/she is willing to bear editing expenses.
* Author can select more than 2 services if he/she is wiling to bear for the extra selected services.
* Only 2 manuscripts per author will be accepted and paid by Seha per year.
* Author can avail services for any number of manuscripts if he/she is willing to bear editing expenses for the extra manuscripts.
* Minimum 10 working days are required for editing of manuscripts.
* Manuscripts along with ‘Seha Manuscript Editing Services Request Form’ (available in Seha e-library) should be submitted to: research@seha.ae.

Following are the details of Seha Manuscript Editing Services provided by Seha Academic Affairs:

**EDITING SERVICES:**

Editing services are designed to meet the unique requirements of research paper.

**Proofreading**

This service is ideal for a well-written manuscript where only basic errors need to be eliminated or as a final check before publication.

**Advanced Standard Editing**

This service is for manuscripts that need a thorough language and grammar check. The result would be a manuscript that is error-free and in native-English style.

**Premium Copy Editing**

This service provides authors with a well-written and well-organized manuscript. It goes beyond language and grammar, and ensures perfect structure, clarity, presentation, and flow. This two-stage process, carried out by an expert editor and proofreader, covers everything from spelling and grammar to accuracy, including writing style check, Reference check, Figures & Tables check, Technical accuracy, and Manuscript formatting adhering to journal guidelines.

**Premium Substantive Editing**

This service is the same as Premium Editing with the addition of editing of the response letter to the reviewer, and Specialized subject area matching.

**PUBLICATION SUPPORT SERVICES:**

Intended to assist authors navigate through complex submission guidelines and systems, these packages allow authors to work with experts through each step of the publication process.

**Abstract Writing**

Under this service Abstract of the manuscript can be prepared.

**Cover letter Editing**

Under this service, a cover letter can get edited for submission.

**Cover letter Writing**

Under this service, a covering letter addressed to the journal’s editor can be drafted by experts.

**Journal Selection**

Under this service, a subject-matter expert assesses the manuscript in detail and shortlists 3 to 5 journals which are most suited for a manuscript. Further, the expert prepares a report with a list of pros and cons of submitting to each of the short-listed journal. This service increases the chances of acceptance by a journal.

**Rapid Technical Review**

Under this service expert panelists, all of whom have published peer-reviewed papers, will review the paper and provide constructive comments enabling authors to improve their manuscripts BEFORE submission to the target journal.

**Word Count Reducation**

Under this service the paper’s word count is reduced if it exceeds the word count limit of target journal.

**Plagiarism Check**

Under this service, manuscripts are thoroughly checked for accidental plagiarism by using plagiarism-check software like: iThenticate or Plagscan and provide authors with a report that contains specific recommendations to address any potential ethical problems.

**Revise Rejected Service**

Under this service, the manuscript is thoroughly rewritten to meet the expectations of journal reviewers. Upon completion, the manuscript will be ready to be resubmitted.

**Artwork Preparation / Artwork Creation**

Graphic design specialists understand technical artwork guidelines and can create or enhance complex figures, graphs, illustrations etc. with great accuracy and aesthetic value in non-editable format.

**Statistical Analysis**Experienced statisticians take data and turn it into a clear, scientifically sound summary to support research findings by using statistical software and techniques. By determining that the principles of statistical analysis are applied correctly, it will be ensured that researcher’s methodology and conclusions are sound and that the work is ready to be shared. Basically it will:

* Quantify and validate research findings
* Improve the presentation of results
* Enhance the reproducibility and transparency of research data

**Pre-submission Peer Review – 1 reviewer**

Professional reviewers with specialized knowledge in author’s field of study will review the paper section by section to pinpoint areas for improvement and provide suggestions.

**Journal Submission / Manuscript submission Assistant**

Under the Journal Submission service, the expert will (i) format the manuscript in accordance with journal guidelines, (ii) recommend additional services pre- and post-submission as required, (iii) draft a submission letter, and (iv) create a journal account for the submission and complete the entire submission process.

**ITA (Instruction to Authors)**

A manuscript polishing solution that refines all the glitches in the manuscript. Experts will iron out all the minor defects, format paper, beautify images and tables for journal submission.