

Application Directions for the Editing of English Academic Papers in Taipei Medical University

Approved during the research and development conference on July 26, 2010
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Article 1 To enhance the overall research quality and performance of Taipei Medical University (hereinafter referred to as the University) and its affiliated hospital, the University is providing its full-time faculty members and the full-time personnel of its affiliated hospital with editing services for their academic papers written in English. Accordingly, the University has enacted the Application Directions for the Editing of English Academic Papers in Taipei Medical University (hereinafter referred to as the Directions) to clarify the relevant service requirements.

Article 2 Service targets:

Full-time faculty members of the University and full-time personnel of its affiliated hospital.

Article 3 Provisions upon applying for the editing of English academic papers:

1. Applicants must be the first author or corresponding author of the submitted paper.
2. The submitted manuscript must be published in the name of the University or under the name of its affiliated hospital.
3. The manuscripts must be submitted for publication in journal types of the Science Citation Index (SCI), Social Sciences Citation Index (SSCI), or Arts & Humanities Citation Index (A&HCI) as per the Web of Science criteria, and must be written in English.
4. The types of manuscripts submitted must be original articles, review articles, letters to editor, or case reports.

Article 4 Application procedure:

1. Applicants should fill in an application form for the revision of their English academic papers and send an electronic copy of the manuscript

by e-mail. The manuscript format should be in A4 with 12-point font size and double spacing, and the figures, tables, and body of text should be enclosed in the same file.

2. Each manuscript is eligible for no more than two English editing service sessions.
3. Revised manuscripts or responses to reviewers' comments are eligible for one English editing service depending on the circumstances. The review sent by the target journal should be attached to the application.
4. Once the application has been reviewed and approved by the Research Promotion Center (hereinafter referred to as the Center), the Center shall assign the case to editors.

Article 5 Manuscripts that are submitted for the first time are ineligible for urgent editing. Applicants who wish to apply for urgent editing should specify their reasons. General editing requires approximately 2–3 weeks, whereas urgent editing takes approximately 1 week.

Article 6 Applicants whose manuscripts meet the requirements prescribed by the Directions and who file their applications in accordance with the relevant procedures shall, upon the approval of the Center, receive full subsidization for their editing costs. If the same manuscript requires more than the prescribed number of applications for English editing services, the applicant shall be responsible for the remaining editing costs. The Center shall commence the subsequent request for English editing services after acquiring the applicant's consent.

Article 7 The Directions will be implemented following approval during the research and development conference, and the same applies to their amendments.