



IIUM ACADEMY OF GRADUATE AND PROFESSIONAL STUDIES

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PROOFREADING, EDITING, TRANSLATION AND FORMATTING SERVICES

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Requester's Details

Name : _____
Dept. / Kulliyah : _____
Address : _____

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Tel : _____
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Category (please circle) : A. IIUM student OR IIUM staff B. IIUM KCDIO OR Student (non-IIUM) C. Corporate bodies OR Public

Disclaimer: The time needed for completion of work depends on the number of pages, contents, grammar, and availability of the proofreader/editor/translator.

Type of Material (Please circle)

- Thesis abstract • Research proposal • Journal article • Conference article • Thesis • Dissertation • Book
- Research manuscript • Others (please specify) : _____

Services Required (Please tick)

Proofreading

(Output will show where amendment/correction is needed, and then after amendment is made by the client, a review of the amendment will be done)

No. of pages	Rate per page (based on category)		
	A	B	C
		RM8	RM12

Editing

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No. of pages	Rate per page (based on category)		
	A	B	C
		RM12	RM16

Translation

No. of pages	Rate per page (based on category)		
	A	B	C
		RM45	RM50

Formatting review (IIUM students only)

Only up to 50 pages will be reviewed.

Rate
RM20

Proofing for format (IIUM students only)

No. of pages	Rate
	RM30 (1-100 pages) RM10 (every additional 50 pages or part thereof)

Formatting (IIUM students only)

No. of pages	Rate
	RM1.20 per page

Endorsement*

- a. Endorsement of abstract RM4
- b. Endorsement of thesis formatting RM10
- c. Endorsement of proofreading of thesis RM10
- d. Others (corporate/public client) RM50

For urgent work, additional 30% charge above the normal rate is applicable.

No cancellation is allowed once payment has been made.

Please pay the exact amount, NO REFUND if overpayment is less than RM5.

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FOR OFFICE USE

Proofreading

Amount (RM) : _____ Assigned to : _____

Amount (RM) : _____ Assigned to : _____

Editing

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Amount (RM) : _____ Assigned to : _____

Translation

Amount (RM) : _____ Assigned to : _____

Formatting review

Amount (RM) : _____ Assigned to : _____

Note: Formatting reviewer shall not be assigned any other formatting-related jobs.

Proofing for format

Amount (RM) : _____ Assigned to : _____

Formatting

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Endorsement

Amount (RM) : _____

* Charges for a, b and c are waived if a corresponding service is handled by Academy.
For hardbound submission, a single endorsement letter is issued. If there is a request for a separate endorsement letter for each service, additional charges apply.

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