
INTEROFFICE MEMORANDUM

TO: Doctoral Program Students
FROM: Haluk Soydan
SUBJECT: Editorial Support Services
DATE: December 10, 2010
CC: Eric Lindberg

HRC editor/writers will edit writing projects as assigned.

A “writing project” is defined as research manuscripts prepared for submission to professional, peer-reviewed journals. To the extent permitted by workload, book chapters may also be considered for editing.

Editing a writing project includes verifying information and facts such as references and information based on searchable references, reading, proofing, editing, and rewriting copy.

To be eligible for editorial support, faculty/mentor approval is required.

When submitting your writing project to HRC editor/writers, please complete the following information:

Contact author’s name:
Name of faculty/mentor:
Faculty/mentor approval obtained:
Working title of the manuscript:
Name of the journal the manuscript will be submitted to:

Priority 1:
Priority 2:
Priority 3:

Submit to: Eric Lindberg, elindber@usc.edu

