

College of Nursing
Center for Nursing Research, Scholarship, and Innovation
Academic Editor Work Request Form

Requestor Name: _____ Date: _____

Requestor Email: _____ Faculty Student Staff

Assignment Type (Ex: grant, manuscript, etc.): _____

Assignment Details: _____

Grant Account (if applicable): _____

Stage of the Process (ex: first draft, ready to submit, etc.): _____

Return Date (see below first): _____

If you are a doctoral student, please indicate name and approval of Major Professor.

Name of Major Professor

Signature of Major Professor

Date

Depending on the length of the document, it will take at least three business days for the editor to complete work on your document. Additionally, this form can take up to a week to be processed to the editor. Because of this, submit this form **one week before** the services are needed.

The Academic Editor can assist faculty, staff, and students with a plethora of items, including

- writing and editing reports, proposals, fact sheets and brochures, grants, manuals, speeches, and training and conference materials
- preparing documents for publication
- developing news releases and briefs for pitching stories to the media
- creating or updating CVs and resumes
- providing writing guidance and writing resources in general
- creating flyers, forms, and other documents

Please submit this form to Kelly Bourne, Research Administrator. The Associate Dean of Research will review the request and contact the editor with a copy of this form. Forms are available for pick up in C260-o or from Kelly.