



Siam University, Thailand
International College
LCIC

LCIC Proofreading Acceptance Policy

This policy is designed to establish guidelines and standards for the acceptance of documents for proofreading services at LCIC. This policy aims to ensure clarity, consistency, and professionalism in all proofreading activities conducted by the center.

I. Document Types:

LCIC provides proofreading services for:

1. academic papers, research manuscripts, business documents, cooperative abstract, and other written materials with a focus on **grammar, spelling, punctuation, and formatting**.
2. documents written in English.

II. Submission Guideline:

1. Documents for proofreading can be submitted through LCIC email or in-person submissions at LCIC .
2. Acceptable file formats for online submission include Microsoft Word (.doc, .docx). LCIC may not accept documents in other file formats.
3. LCIC accepts the proofreading document **ONLY in the first week of every month.**
4. Prior to the student's submission, the student's advisor is required to fill the LCIC content approval form. To download the form, please visit the proofreading section in LCIC website. (**This section is ONLY applicable for Siam University students.**)

III. Fees and Payment:

1. LCIC follows a transparent fee structure, with charges based on document length, complexity, and requested turnaround time.
2. The fee has been approved by the president of Siam university.
3. Expedited services may be available at an additional cost.
4. Proofreading fees must be paid in advance.
5. Accepted payment methods include mobile or bank transfer.



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IV. IMPORTANT POINTS:

1. If the process of proofreading goes smoothly, LCIC issues the proofreading final approval form **within 10 days after submission**.
2. In the event of unforeseen circumstances leading to delays, LCIC commits to promptly communicate with the submitter and provide revised timelines.
3. This Proofreading Acceptance Policy is subject to periodic review and may be amended as needed. Any amendments will be communicated to users through email.
4. LCIC is committed to maintaining the confidentiality and privacy of all submitted documents.
5. LCIC **DOES NOT** provide substantive editing or rewriting services.
6. The submitter will be contacted regarding the payment process as soon as LCIC receives the proofreading documents.
7. By submitting a document for proofreading, the submitter acknowledges and agrees to the above terms outlined in this policy.

Signature N. Khwanchol
Dr. Khwanchol Kampan Ninlaor
Director of LCIC

Date 15 MAR 2024