ABRIDGING and ABSTRACTING – CHECKLIST

This service involves condensing, summarising and shortening your text to achieve a particular target length, using features such as Track Changes to indicate where the changes have been made.

It can also involve writing abstracts or executive summaries that give readers a general overview of a long document, either in addition to, or instead of, reading the entire text.

We are proud to work with a team of highly qualified and experienced professional writers who will ensure that your text is perfectly suited to your requirements.

We refer you to our terms and conditions of business; ask us if you need a copy.

We advise that you include the following information when communicating with us about your requirements:

- In which language(s) do you require our Abridging and Abstracting service?
- What is the subject matter of the text?
- How long is the text currently? (please give number of words or pages).
- What are your key messages?
- Who is your intended audience?
- Why would you like the source text Abridged or Abstracted?
- Approximately how long would you like the text to be once it has been Abridged or Abstracted? (please give number of words and/or pages)
- Are you able to provide any reference material or further context for our professional writers? If yes, what material(s) can you provide?
- Can you provide our writers with a style sheet or details of preferred fonts and spelling etc?
- When is your deadline?
- In what format would you like the completed work?
- Do you have any special instructions for our professional writer?