



## **Open procedure “Copy-editing of academic texts for the German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE)”**

### **Framework Agreement: Terms of Reference**

#### **1. Subject of the call for tenders**

Conclusion of a Framework Agreement for “**Copy-editing of academic texts for the German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE)**”.

#### **2. Description of the individual services to be rendered**

We expect bidders to have a strong client focus and a structured approach to their work, and to show flexibility.

##### **I. Copy-editing**

Copy-editing involves editing the manuscript in track changes mode using Microsoft Word. For compatibility purposes, the Contractor will use Word 2016.

Another option will be to edit the manuscript using SciFlow (online text editor). The Contractor will not be required to pay any additional costs in this context. In the event of a bidder being awarded the agreement, DIE will conduct a short training course for him or her. This course is free of charge, though not remunerated.

Upon commencing his or her contractual working relationship with DIE, the Contractor will be provided with documents containing information about writing style and internal project requirements regarding standardisation (DIE Style Guide).

Services must be rendered using the latest edition of the DIE Style Guide, which is regularly updated and amended.

Copy-editing comprises the following individual tasks:

1. Overall copy-editing of academic texts in German (Category 1) and English (Category 2). In particular, this means reviewing and editing texts in accordance with the applicable standards and with the latest version of the DIE Style Guide.
  - British English
  - Checking of the text for consistency of style, comprehensibility and ease of reading/ appropriate language for a largely academic and/or politically focused audience (brief explanatory comments should be inserted where more substantial corrections are proposed)
  - Coherent overall text structure / logical progression / compelling argumentation
  - Addition of missing links, checking for contextual errors
  - Remedying of repetitious words and units of meaning, elimination of redundancies
  - Simplification of complicated and convoluted sentence constructions
  - Meaningful headings and sub-headings
  - Review of terminology and consistency of use



## **Open procedure “Copy-editing of academic texts for the German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE)”**

- Correct grammar, orthography and punctuation
  - Formal accuracy of heading structure
  - Checking of captions, tables of contents, illustrations, diagrams and tables, lists of abbreviations, and all other components
  - Review of consistency in character use (e.g. dashes/hyphens, curved, straight, double and single inverted commas, protected spaces, etc.)
  - Checking for consistency in titles and numbering of illustrations/tables between contents page and main body of text
  - Review of effectiveness (sparing use) and consistency in the employment of italic and bold fonts and other forms of emphasis
  - Clear distinction between correction of errors and proposal of optional improvements
  - Ensuring the use of italics for uncommon foreign words (see Style Guide)
  - Referencing/citation method: Check for completeness (both in main text body and bibliography/footnotes/endnotes), correct sequencing and correct form in accordance with the DIE Style Guide
  - Review of abbreviations to ensure that they are written out in full upon first mention in the main body of the text and, if they appear more than twice, that they are entered in the list of abbreviations (see Style Guide).
2. Clarification of all remaining questions with the respective author (directly by phone and/or e-mail).
  3. Full proofreading of the manuscript revised by the author, taking account of the author's suggestions and requested changes, up until the point that the manuscript is approved for formatting (typesetting).
  4. Proofreading after formatting

Following the first round of typesetting, the typeset PDF must be revised using the comment function. For compatibility purposes, the Contractor will work with Adobe Acrobat Reader DC and/or Adobe Acrobat Professional DC software.

Typeset proofreading comprises the following individual tasks:

1. Comparison of manuscript and typeset document, especially the tables and illustrations.
2. Checking of typeset document for correct breaks, hyphenation, typesetting overhang, etc.
3. Checking of typeset document for correct numbering of footnotes, headings, captions, pagination, headers and footers, etc.
4. Supporting author in making corrections, checking of author's corrections and print approval.

It is possible in individual cases to make changes during typeset proofreading which were overlooked during copy-editing or which have arisen subsequently.



## Open procedure “Copy-editing of academic texts for the German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE)”

### II. Linguistic revision

DIE also issues “linguistic revision” jobs. This service involves all the tasks listed under “I. Copy-editing”, **except for** checking of layouts and tasks that refer to the DIE Style Guide. Accordingly, it also excludes typeset proofreading (see I.4. “Proofreading after formatting”). The scope of the service and the workload involved are thus significantly smaller, as is the number of correction loops.

### 3. Term

The performance period of the Framework Agreement will run initially for 24 months from the date that the agreement begins. Unless a given Framework Agreement is terminated in writing no later than three months before the end of its term, it will be automatically extended on up to two occasions by a further twelve months in each case.

### 4. How jobs are assigned

Jobs are assigned individually under the Framework Agreement. The deadlines for completing the individual jobs will be agreed with the Contractor in each case.

**Lead time:** anything from two weeks to a few hours. Most texts (even longer ones) are assigned at short notice. Consequently, flexibility is essential.

Process in detail:

1. DIE will send the copy-editor a file with the text (in conventional Office formats) by e-mail or as a SciFlow link and ask him or her to copy-edit this text within a specific period of time. (Regarding the question of who will be commissioned from the pool in what order, please see the announcement (call for tenders) or the annex “Framework Agreement”, where the *cascade principle* is explained.)
2. As most of the target texts are intended for publication on a fixed date, particular importance is attached to compliance with pre-determined and, in most cases, tight delivery deadlines. Specific delivery times are agreed for each individual job. The delivery deadline always refers to the first stage of copy-editing. All further stages must be completed without delay once the author has returned the edited document.
3. If the Contractor is an office consisting of several individuals, including if it works with freelance staff, only the individual who has been selected as part of this call for tenders and who is specified in the personalised Framework Agreement with DIE for the relevant category will be permitted to take on work. DIE must be informed accordingly if this individual is not available, in which case the job request will be issued to the next individual in the pool, in accordance with the cascade principle. The Contractor will not be permitted to pass on copy-editing work to other staff members or even sub-contractors.
4. The Contractor reviews the request and informs DIE, if relevant within the specified time frame, whether he or she can complete the job by the requested deadline. DIE can then issue the job. This is carried out by means of issuing a PDF job order form, which specifies the exact length of the text to be copy-edited, the details of the relevant contacts, deadlines, etc.



**Open procedure “Copy-editing of academic texts for the  
German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE)”**

5. The author is responsible for the accuracy of the source text. The Contractor is responsible for the work of analysing the source text, which includes viewing the text, checking the documents provided and researching suitable sources. The Contractor’s contact for clarifying issues of content and terminology (typically the author) is specified on the order form for each job.
6. Before returning the copy-edited text, the Contractor must check it for completeness, comprehensibility of any comments/questions, and consistency.
7. The copy-edited text must be returned in file format via e-mail (in track changes mode). It should be sent to the author, with DIE’s Publication Office copied into all correspondence. If the author fails to copy the Publication Office into the correspondence, then it is the copy-editor’s responsibility to notify the Publication Office of the content of this correspondence (e.g. by forwarding the e-mail).
8. The target texts delivered by the Contractor are evaluated based on the criteria specified in the Terms of Reference. Delivered target texts which do not meet the aforementioned qualitative and technical requirements may be sent back to the Contractor for improvement.