
INTEROFFICE MEMORANDUM

TO: Research Faculty
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, as well as research grant proposals. 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.

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

Author name:

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

