

Department of Obstetrics & Gynecology Scientific Editing Service Guidelines

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What to submit:

- Document in Microsoft Word, sent to frankd@wudosis.wustl.edu
- Grant application drafts (submit sections all at once or individually):
 - Title and Specific Aims page (early submission is strongly encouraged)
 - Research strategy section (Significance, Innovation, Approach, and References)
 - Other sections (Abstract, Project Narrative, Bio sketches, multi-PI plan, etc.)
 - Funding agency, grant type, RFA, and institution due date
- Research manuscripts, review articles, book chapters, etc.:
 - Title and Abstract
 - Full text including references and figure legends
 - Figures in PDF format
 - Supplementary tables, figures, and accompanying text
 - Name of journal to which you will be submitting
 - Cover letter
- An indication of what “phase” (see below) the document is in

What to expect:

- I will inform you (usually within a few hours) as to when I expect to start working on your document.
- What you receive from me will depend on the “phase” of the document:
 - Phase I: Early draft (e.g., faculty member still hashing out the Aims page for a grant, trainee-written draft of a paper that has not yet been critiqued by a mentor)
 - This version probably requires rewriting, not editing. I will provide substantial comments to guide the author in rewriting.
 - Phase II: Well-developed draft (e.g., complete draft of a grant written by a faculty member, trainee-written paper after it has been critiqued by a mentor)
 - I will provide extensive editing for language, clarity, and highlighting of significance. I will also include comments explaining my suggested changes and possibly posing scientific queries.
 - Phase III: Final draft (e.g., draft that has been through multiple rounds of revision, may be the day before a grant is due)
 - I will provide last-minute reading to catch grammar mistakes and suggest other small changes for clarity and accuracy.

Factors that will be considered in prioritizing submissions:

- Grants >> Research manuscripts and review articles > Other documents (correspondence, book chapters, meeting abstracts, etc.)
- For grants: Phase II > Phase I > Phase III
- For papers: Phase II > Phase III >> Phase I
- When the document is received (generally, first-come, first-served)
- Due date
- Amount of notice provided by the author before submission
- The number of documents edited for a particular lab group/investigator recently

Contact information:

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- Office hours: 9:30-6:00 Monday, Tuesday, Thursday, Friday; 8:30-5:00 Wednesday