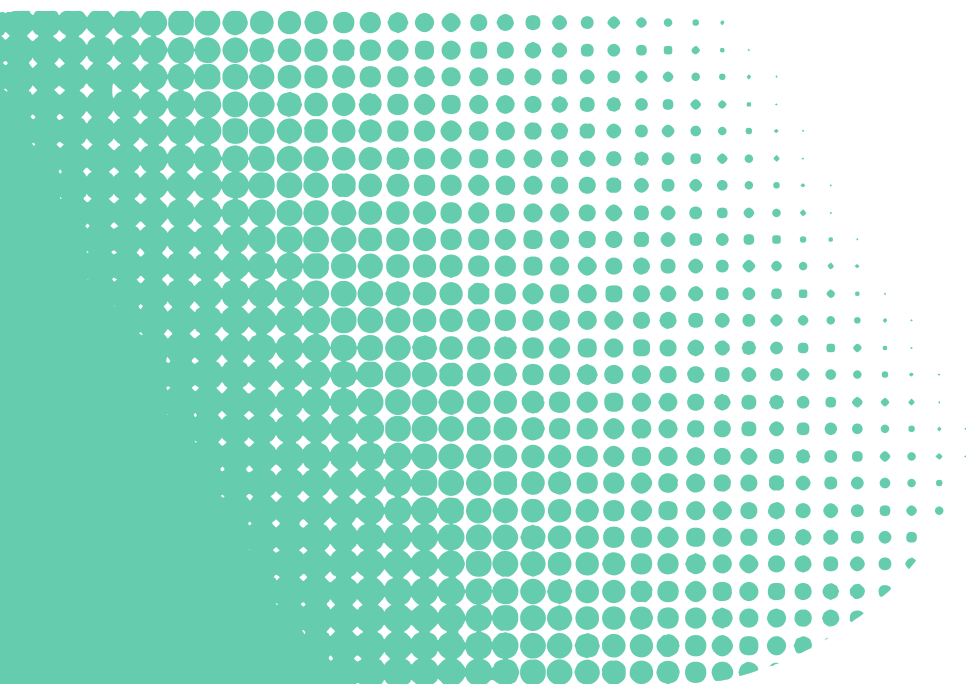




# **Abridging and Abstracting Checklist**

**August 2024**



## Abridging and Abstracting

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 lengthy 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 ideally suited to your requirements.

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

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

- 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 regarding the 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 in terms of the number of words or pages?
- Can you 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 additional or special instructions for our professional writers?