PROJECT ASSIGNMENT FORM

NAME: (Name)
(Address)
(Phone No.)

PROJECT: (Number) (Title) (Target journal)

DESCRIPTION: Write an outline and an 8- to 10-page manuscript (including a 1-page abstract of fewer than 250 words, but not including references) based on the approved outline.

Main Point
(Specify)

References
DesignWrite will provide reference materials; however, the writer is not prohibited from using other suitable references. If additional reference materials need to be ordered, please request them through DesignWrite. The writer will provide highlighted references and a list of all references cited with the manuscript. All reference materials provided to the writer, including those left unused, will be returned to DesignWrite upon completion of the assignment.

Timetable
The work will begin on (date).

Due date of the outline to DesignWrite by the writer is (date).

Due date of the first full draft of the manuscript is 4 weeks from when the writer receives the approved outline.

When revisions to the manuscript are required, they will need to be made extremely rapidly, perhaps within 24 hours. DesignWrite will make every effort to alert the writer as to when comments/requests for revisions are expected; however, we may not be able to give prior notice at all times.

Deadlines must be strictly observed. Failure to meet deadlines may result in financial penalties.

Confidentiality
The writer will observe strict confidentiality. The draft manuscript and all correspondence will be sent directly to DesignWrite.

DATE ASSIGNED:

DWRITE 003363

PURCHASE ORDER NUMBER:

DUE DATE (outline):

WRITER'S FEE: $0,000. One third ($0,000) may be invoiced upon commencement of the work; one third may be invoiced upon acceptance of the manuscript by DesignWrite ($0,000); the remaining third may be invoiced upon acceptance of the paper by the target journal ($0,000).

DesignWrite reserves the right to terminate the project if the first draft is deemed unacceptable, i.e., the manuscript needs to be entirely rewritten. The total payment for a project terminated after the first draft will be $0,000. Payment will be made once all materials have been returned to DesignWrite.

COMMENTS: The document should be double-spaced and written using Word 97 (with MS Office) or a lower version. You may either submit a hard copy of the document along with a disk containing the file, or an e-mail version.

We expect that the writer will not only review the literature but also join together each section of the paper with well-constructed transitions. Each section should be related to the main point of the paper.

The manuscript should conform to the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals," which is included in your materials, except when superceded by the specifications of the targeted journal. DesignWrite will provide the writer with sample journal article(s) and the journal's specifications. The writer will follow these specifications, e.g., word-count requirements and formatting of the body of the paper and the abstract, as well as modeling the general tone of the manuscript and its sense of audience on the supplied articles. DesignWrite is responsible for editing the in-text citations and references in accordance with the journal's requirements.

DesignWrite uses Reference Manager software for formatting reference citations. If an article you use has the Reference Manager number at the top right that we have assigned it (e.g., "RM#2122"), please insert this number within braces (e.g., {2122} or if more than one citation, {2122,3405,4402}) in the article at the appropriate citation point. If you are using an article that does not have a RM#, please insert the last name of the first author and the date within braces (e.g., {Lobo 1997}) and provide the article's title and journal in the reference list. When a first author has more than one reference cited in a given year, add a letter after the date and identify this clearly on the article.

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ASSIGNED BY: _____

Date:

ASSIGNMENT ACCEPTED BY:

_____

Date:

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