



Department of Chemical Engineering  
Faculty of Engineering  
Kasetsart University

### Form for submission of a technical manuscript for checking/proofreading

Please complete this form and submit it, along with the manuscript to be proofread, to the proofreader, prior to submission through the Research Office at the Faculty of Engineering.

Manuscript title .....

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Student's name (if applicable) .....

Student's email address (if applicable) .....

Supervisor's name .....

Date of submission (to proofreader) .....

This is manuscript no. .... submitted by this supervisor/lab in the calendar year .....

(e.g., 1, 2, 3)

(e.g., 2016)

The proofreader will respond within two working days, declaring whether the manuscript can be corrected and giving an expected date of completion.

Manuscript can be corrected and will be proofread by ..... ; please submit a copy of the manuscript to the Research Office at the Faculty of Engineering

(date)

Manuscript should be revised further before submitting to the proofreader

.....

(signature of the proofreader)

.....

(date)

Please note:

- Normally all effort will be made to complete manuscript proofreading within ten working days, and accordingly, manuscripts should be submitted to the proofreader with such a timeframe in mind.
- For certain periods during the semester, availability may be diminished due to teaching load.