

GSID Request for English Check Form

Follow the 5 steps below to receive an English check of your paper. Please follow these steps *in order*.

1. It is **highly** recommended that you first check your paper for grammatical errors using the premium version of *Grammarly*, which is available for free to all M2 and doctoral students. To install the premium version on your computer, please review the GSID emails from April 2018 that pertain to the use of Grammarly. Here is a simple outline for how to perform a grammar check using Grammarly.

(1) Upload your paper. (2) Hover your mouse cursor over the red underlined parts of your paper. These are "CRITICAL ISSUES." Fix (make a decision about) each of the critical issues. Your paper should have very few critical issues. Fortunately, fixing most critical issues involves just a single click. (3) Hover your mouse cursor over the yellow underlined parts of your paper. These are "ADVANCED ISSUES." Try to fix the advanced issues, but if you are unable, you may skip them.

2. You must submit your paper to *Turnitin* for a plagiarism check. The Similarity Index should be lower than 15%. If you do not know your class ID and password for *Turnitin*, please ask your advisor. Save a copy of your *Turnitin* report as a PDF.
3. After your advisor approves your work for an English check, please **print out** and complete this form, making sure to get your advisor's signature or personal seal (*hanko*).
4. Put the completed form in the mailbox of Assistant Professor Tom Kabara on the 1st floor of the GSID building.
5. Email (a) your *Turnitin* report as a PDF and (b) your paper as a MS Word document file to kabara@gsid.nagoya-u.ac.jp. Please use the subject: "ENGLISH CHECK for First and Last Name."

Note that papers may not be checked if there are too many careless mistakes, or if too much of the writing cannot be understood. **It will take about two weeks to check and return your paper.** Papers for GSID Forum or academic journals are checked only once a year for PhD students; therefore the document should be the final version that has been approved by referees. **Regarding master's theses, only 50 pages will be checked. In your email (Step 5), please specify the pages you wish to be checked.*

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