



### خدمة التدقيق اللغوي - بنك المعرفة المصري

يُقدم بنك المعرفة المصري خدمة مراجعة وتدقيق الأبحاث باللغة الإنجليزية من خلال خطوات قليلة على موقع بنك المعرفة المصري وليس عن طريق البريد الإلكتروني، ومن خلال هذه الخدمة يمكن للمشارك الحصول على تعديل مجاني واحد في العام، ومن مميزات هذه الخدمة أن المراجعة والتعديل تتم من خلال متحدث أصلي بالتعاون بين بنك المعرفة المصري وأكاديمية "Enago" من خلال الدخول على الموقع التالي:

<http://enago.com/kb/quotation.htm>

و اتباع الخطوات الاتية للحصول على الخدمة المجانية بالايمل الاكاديمي ويتم إرسال شهادة التدقيق مع النسخة المعدلة.

### تعليمات هامة:

- ١) يجب أن تكون الأبحاث المراد تدقيقها ومراجعتها عبارة عن بحث علمي أو منحة بحثية (لا تشمل خدمة التدقيق: السير الذاتية أو التقارير أو المقالات الإخبارية أو التصريحات الصحفية)
- ٢) يجب ألا يزيد البحث عن ٦٠٠٠ كلمة من نص قابل للتحريير لذلك يمكن ازالة المراجع و الجداول الرياضية و الصور في النسخة التي تقدم للتدقيق اللغوي.
- ٣) يتم تحميل ملف البحث MS word (.doc / .docx). فقط. و سيتم تحريير الملف لغويا باستخدام تعقب التغييرات (Track Changes in MS Word).
- ٤) يجب الحصول على خطاب موافقة على البحث من وكيل الكلية للدراسات العليا و عميد الكلية ، وإجراء مسح ضوئي لخطاب الموافقة حيث ستحتاج إلى تحميله تحت اسم Approval Letter.
- ٥) تحديد اسم المجلة التي سيتم ارسال البحث للنشر بها أو تحديد تصنيف المجلة ضمن Q1، Q2، Q3، Q4 في الخطاب الرسمي.



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٦) في حالة الرفض من المجلة بعد إجراء التدقيق، يمكنك الرجوع إلى بنك المعرفة عبر هذا البريد الإلكتروني [edit@ekb.eg](mailto:edit@ekb.eg) لمراجعة بحثك لغويا مرة أخرى.  
٧) الارشادات الكاملة لاستخدام الخدمة توجد على الرابط التالي:

<https://orders.enago.com/en/assets/images/EnagoWorkflowManual.pdf>

here.

## English Editing Workflow

### 1. Guide to upload the manuscript

Go to the service link at: <https://my.enago.com/kb/quotation.htm>

We at Enago designed an online order form for you to send your editing requirements conveniently. Shown below are quick steps that you need to follow:



The screenshot shows the 'Inquiry/Order Form' interface. It is divided into two main steps: Step 1 (E-mail) and Step 2 (Enter Order Details). Step 1 includes an email field and a 'PROCEED' button. Step 2 includes an 'Upload Files' section with a file upload area, a 'Select Service and Plan' section with a dropdown menu, a 'Subject Area & Journal Details' section with a dropdown and text input, a 'University Details' section with fields for University Name and Department Name, and a 'Personal Information' section with fields for Name, Alternate email, and Mobile Number. A 'SUBMIT NOW' button is at the bottom. Red callout boxes provide instructions for each section: 'Please enter your registered email address' points to the email field; 'You can upload the manuscript in this section' points to the file upload area; 'Please upload University Approval letter in this section' points to the 'Add university approval letter' link; 'You may select the major subject area and specialization of the manuscript in this section' points to the 'Subject/Industry Area' dropdown; 'This section will be pre filled for you' points to the 'Personal Information' section; 'Key points while submitting an order' lists: 1. Each order can have a maximum word count of 6000 words, 2. Please upload an MS word; 'You may select any of the mentioned service: 1. Copy editing, 2. Scientific Editing'; 'If you have any special comments to be taken care, you may fill the same in given section' points to the 'Order instructions' field; 'Fill in your University details here' points to the 'University Name' and 'Department Name' fields; 'Finally Click on 'Submit Now'' points to the 'SUBMIT NOW' button. A footer note says: '1. Please follow the instructions mentioned above to fill the form accurately. 2. Once the form is filled and the upload is completed, you will see a 'Thank you' message.'

## 2. Quotation Email

After filling the form mentioned under section 1, you will receive the assignment quotation email from us from 'ekb@enago.com' sent to the academic email address entered in the form. A Quotation email is the summary of your request which is sent to EKB SPOC office for confirmation.

One copy of these details will also be sent to EKB SPOC office for confirmation. In this email you will receive:

1. **Word Count:** The total word count of the paper uploaded for Editing by Enago.
2. **Subject Field:** Subject field selected while filling the submission form



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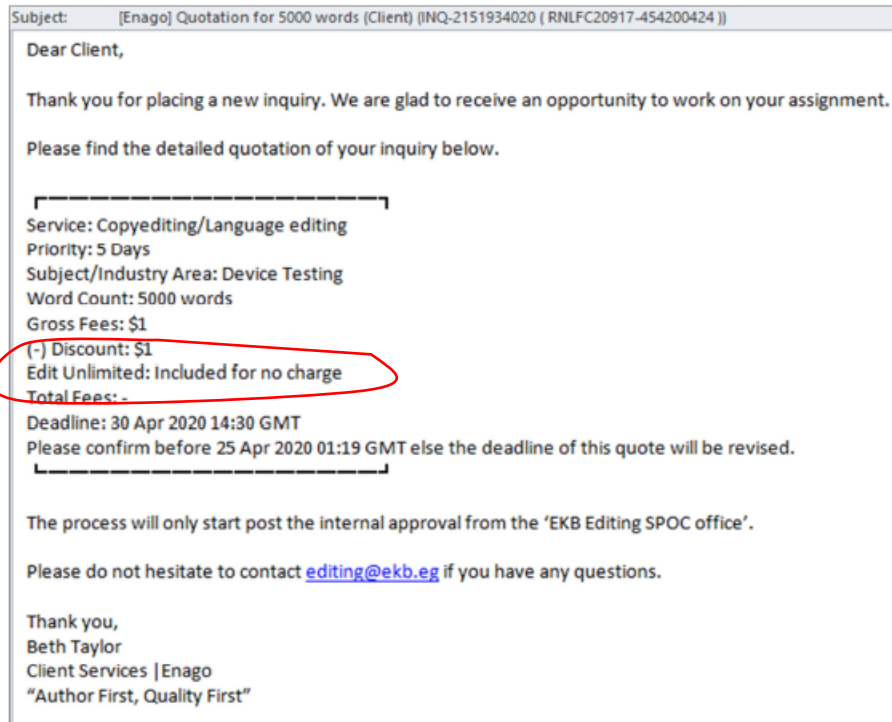
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3. **Deadline:** The date and time before which the files will be edited and delivered to you.

### **Make sure that the service quotation is free**

You need to confirm the required service before the deadline indicated in the E-mail. Please reply to the sender and confirm the service requested ( I confirm the requested service).



### **3. Confirmation or Rejection of your order**

After verifying the criteria such as Approval letter, word count, University & Department of the author. The EKB SPOC office will confirm or reject the submission.

#### **3.1 Confirmation Email:**

If the EKB SPOC office team approves the submission sent by you, you will receive the Confirmation email from Enago team. This means that editing work has been started on your paper.

In this email you will receive:

1. **Membership ID:** "EKBEAW" this ID is your unique identifier in the system.
2. **Assignment no:** This is the unique identifier of this assignment in the system.



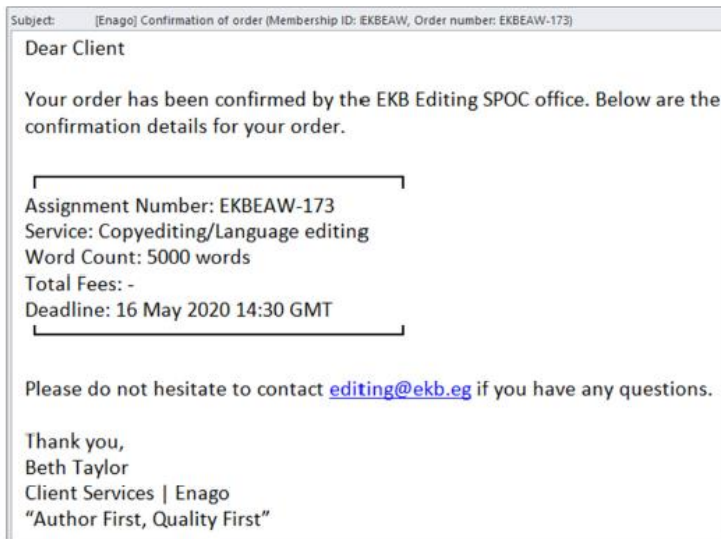
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3. **Deadline:** The date and time before which the files will be edited and delivered to you.

Below is an example of the Confirmation email:



### 3.2 Rejection Email:

If the EKB SPOC office team disapproves (Rejects) the submission sent by you in case of any missing criteria. You will receive a Reject email from Enago team. This means that editing work has not started on your paper. In such cases, you can contact the EKB SPOC office via this email: [editing@ekb.eg](mailto:editing@ekb.eg)

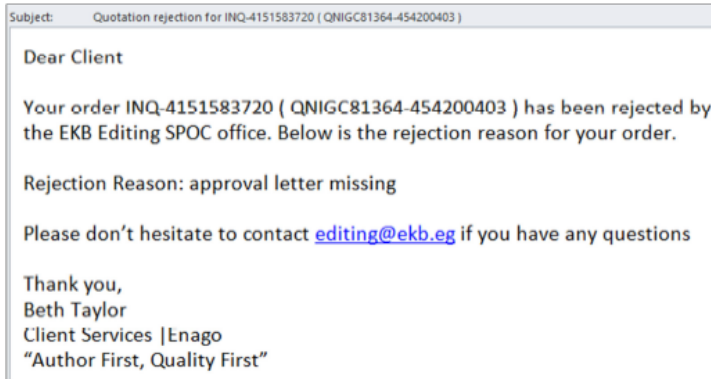
In this email you will receive:

- 1. Inquiry & Reference Number:** This is a unique identifier number that you will receive as soon as you upload your paper by filling the form. This number will be visible in the subject line and in the body of the email.
- 2. Rejection Reason:** This is a reason for disapproving/rejecting your submission mentioned by EKB SPOC office team.



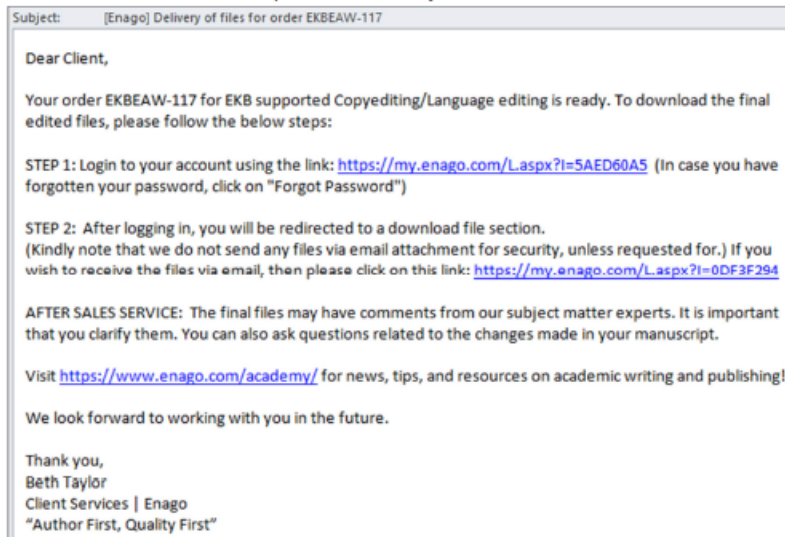
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#### 4. Delivery Email

Once editing is completed by subject matter experts, the final edited files are automatically available for download within 'MyPage' (user account login). The delivery email notification is sent to the registered email address from 'ekb@enago.com' that contains a direct download link to the edited files. Clicking on the link would lead to 'MyPage' where the user can log in to their account and access the edited files securely. Below is an example of the delivery email:



#### 5. Edited file- Download Screen

On following the steps mentioned in Section 3, you will be able to see the below "Download Files" screen. You can easily download the file and review them.



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The screenshot displays a user interface for an order management system. At the top, there are navigation tabs: Dashboard, Inquiry/Order, After Sales, and Self-Help. The current status is 'Order delivered, share feedback'. The order details include: Inquiry #: INQ-015482520, Order #: TESTJW-4, Service: Copy Editing, Confirmation Date: Jan 31, 2020 15:03, Priority: 5 Days, Delivery Date: Feb 06, 2020 14:00, and Fees: -. Below the details are buttons for Download Files, Order Summary, Fees & Payments, After Sales Service, and Feedback. The 'COMPLETED FILES' section lists two files: 'FinalFile\_TEST\_TESTJW-4.docx' and 'FinalFile\_EditorMessage\_TESTJ...docx', both with 'Download' links. A red box highlights the 'Download' links for both files. Another red box highlights a button labeled 'How to read your documents?'. Below this is a 'RELEVANT DOCUMENTS' section with a 'Quotation' link and a 'Download' button.

**Completed Files:** You can download the main file and other relevant documents like the Certificate of Editing & Editor Message File from this section.

**How to Read your documents?** We have prepared a very simple and concise list that will help you to understand the changes made in your document and guide you through things that must be done, checked, or revised at your end in the edited document.