

---

## Terms of services

### Mindful Connections Research

### And

Research consultancy services are offered during the following working hours: Monday-Friday (08:00-17:00). Additional charges for afterhours work might apply, i.e., evenings and weekends. Any non-written work that is agreed upon and undertaken will be charged at a consultancy rate of R400 per hour. Proofreading and editing of written work will be charged per page (R50) and/or per reference (R20). The client will receive a quote, and once accepted, a formal invoice will be provided of which a 50% deposit is required before any work is to commence.

#### Services offered

- **Structural design of the research piece**
  - This will depend on the requirements and guidelines set out by your supervisor/institution. Your consultant will be able to guide you on the layout of your proposal/dissertation.
- **Writing style**
  - Your consultant will assist with grammar, spelling, and punctuation. We will also recommend terms used in academic writing that could give your research a stronger structural and articulated flow.
- **Chapter design**
  - We discuss what needs to be included in your separate chapters- from introduction to conclusion.
- **APA (7th ed) referencing**

- Your consultant will cross check your in-text referencing and reference list (bibliography) according to APA style 7th edition. Incorrect use of APA will be corrected, and missing references will be highlighted.
- **Consulting supervisory notes and recommendations**
  - We will discuss how we can implement the recommendations that were made by your supervisor/readers. These comments will be address as part of written work on the document itself.
- **Data methods and design**
  - Discussion on the structure of the Method chapter, subtitles, and what to include in each.
- **Statistical analysis**
  - We can assist you with data construction/cleaning and running analyses on SPSS. How and what inferential statistical test to use to answer your research question.
- **Constructing survey/interview itinerary**
  - Here we provide guidance on how to construct interview questions based on your literature review.
- **Ethics (application and compliance)**
  - Review of ethics application and/or feedback of ethical clearance.
- **Qualitative analysis**
  - Your consultant can assist on guiding you with a thematic map. We also transcribe interviews at R11.00 per audio minute.
- **Literature searches**
  - We can assist in building your literature review by providing you with research articles (pdf) around your research topic.
- **Project management**
  - Your consultant will guide you through the entire process of starting your research proposal till the final submission. We will help you manage your time, given the deadlines provided, to ensure your writing of each chapter is effectively managed.

## Disclaimer

It is important to note that the consultant's support and guidance do not supersede the instruction of the client's institution or supervisor. Ethically, the consultant's role is to support the client with their OWN academic research. The consultant does not conduct research, collect data or "change" the client's dissertation/proposal on their behalf. The consultant will also not be held responsible for any outcome by readers/supervisors/examiners. Therefore, the consultant offers support and guidance in consult and in written work and cannot control the outcome of marks/results/comments received.

These services are based on the agreement between the consultant and the client; therefore, no work will be conducted without this agreement. I (the client) have read and understood the conditions set out in this agreement. I understand the services that may be provided to me and the consultant's positionality as a supporting professional. I agree and understand that no research work shall be done on my behalf that constitutes as plagiarism or is deemed unethical.

---

Client's full name

---

Client's signature

Date: \_\_\_\_\_

### Research Consultant

Lounette Els

*MA Social and Psychological Research*

