If you want to share a text with me for translation or review, I would greatly appreciate if you could contact me at least a couple of weeks in advance.

Simply send me an email and advise me

- about the projected length of your text (in words or in pages)
- the text genre (journal article or book chapter, encyclopaedia entry, PhD thesis, conference presentation, etc.)
- VERY IMPORTANT: your ideal deadline (‘I would like to have this back in three weeks if possible’) plus your actual, no-later-than deadline (‘I will need to have this by X April’).

🔍 The earlier you contact me, the better I will be able to plan my workload 🔍

I will also need to prioritise text genres during busy periods. In order of priority (=most important first):

1. book chapters, journal articles and encyclopedia entries
2. theses (doctoral/Habilitation)
3. monographs
4. conference papers

Ideally, I would of course comply with all requests within your deadlines. But we all know that work tends to come either in a trickle or a flood, so at busy times I may not be able to do everybody’s jobs as quickly as both you and I would like. During extremely busy periods I will have to tell you that I cannot take on any more work at all.

For German speakers:

Wenn Sie lieber (schneller, schöner, besser) auf deutsch schreiben, am besten erstmal mit mir Kontakt aufnehmen. Erstens übersetze ich sehr gerne, und zweitens ist es oft schneller (und angenehmer), einen gut formulierten Text aus dem Deutschen zu übersetzen, als einen nicht ganz so gut geschriebenen englischen Text umzuschreiben.