

CC oasis database address (oasis@oasis-database.org) and course instructor

EMAIL SUBJECT LINE: Invitation to edit/approve an accessible summary of your study_OASIS project

Dear **NAME** (err on side of 'Professor Surname' if you don't know; otherwise Dr. Surname)

I am a student at **[INSERT NAME OF UNIVERSITY]**. For a course assignment I have written a summary of one of your papers for [OASIS: Open Accessible Summaries in Language Studies](#) (see below). The summary has also been read by the course instructor (**[INSERT NAME OF COURSE INSTRUCTOR]**).

I attach a *one page, non-technical summary of your study* "**main title of article**, in **name of journal**".

Here, we (1) invite you to edit this summary if you wish, and (2) seek your approval that you are satisfied with it. A response by **GIVE TWO WEEKS please would be much appreciated.**

If you are satisfied with the summary as it is, a simple reply with something like "**I approve**" is fine.

If you would like to make amendments, we welcome them. **Please edit directly in the document itself, using track changes.** Track changes are very useful for us to better understand the process of summarising research. Please return this to us as an attachment by **SAME DATE AS ABOVE**.

We very much hope you can spare a little time to edit and approve the summary. We selected your work as it makes a key contribution to the group of summaries we are compiling to make research in the area of **TOPIC AREA** more widely accessible.

Please note that in order to maintain some parity between a large number of summaries in a wide range of areas, **we follow guidelines which can be found [here](#) (please scroll down until you reach the section "Principles underlying OASIS summaries")**.

You will notice that your name appears in the list of authors of the summary at the bottom of the summary (and of course your study is clearly referenced right at the top of the summary).

If you would prefer your name not to appear in the authorship of the summary, please let us know by **SAME DATE AS ABOVE**, otherwise we will assume that you are happy to be listed among the authors of the summary. It is our preference to acknowledge lead and co-authors in this way. **[IF AN EMAIL ADDRESS CANNOT BE FOUND, PLEASE ADD: "We endeavour to contact all authors, but I was unable to locate an email address for XXX, and so would be very grateful if you could also share this invitation with him/her if you are able to."]**

Also, if you are unable to edit the document but feel strongly that you cannot approve it, please let us know by **SAME DATE AS ABOVE**. We will indicate this clearly alongside the summary: "Author x does not approve this summary. The summary has been checked by two other university academics who are happy that it reflects the main thrust of the study and its findings". We will also take your name off the list of summary writers at the bottom of the summary. Obviously this would be less than ideal as it detracts from the usefulness of the summary, but occasionally people may prefer to have this option available to them.

Kind Regards,

[YOUR NAME]

On behalf of the [OASIS project team](#).

Project information

[OASIS](#) aims to make research findings on language-related topics more accessible to a wider audience (e.g., language educators, policy-makers).

We currently have:

- over 3,300 summaries available online. They are in a range of substantive areas, with a wide range of theoretical and methodological perspectives. New summaries are added every week.
- an openly available and fully searchable interface for the summaries <https://oasis-database.org/>. Summaries are linked to the [IRIS](#) repository where possible.
- the support of top journals in the language-related fields. We aim to establish *sustainable procedures among journals* that systematically encourage/require authors to produce non-technical summaries of their articles. OASIS has had [overwhelming support from journals](#), who are now actively engaging their authors with producing summaries and will do so going forward.
- the support of many [professional organisations](#).