

Guide to Thesis and Research Project Proof-reading/Editing Services

In undergraduate and postgraduate diploma study, students are expected to develop their academic writing, self-editing, and proofreading skills. However, Level 9 students completing a thesis or other research project at EIT may choose to use a third party proofreading/editing service. If using a proofreading/editing service, it is the student's responsibility to ensure that [academic integrity](#) is retained. This guide outlines the responsibilities of the student and the proof-reader/editor.

Student's responsibilities

- Bear the cost of paid proofreading/editing services
- Independently choose a proofreading/editing service (a list of proof-readers is available from your supervisor)
- Provide a copy of these guidelines to the proof-reader/editor
- Understand the scope of the service covered by the chosen proof-reader/editor
- Understand that not every error, or all types of errors, will always be commented on by the proof-reader/editor
- Retain responsibility for considering advice provided and choosing which advice to accept or reject
- Make all edits to the document
- Retain responsibility for the quality and the production of the document
- Retain a copy of the draft that includes the proof-reader's/editor's comments
- Acknowledge the proof-reader's/editor's contribution in the final document

Proof-reader/editor's responsibilities

Proof-readers/editors should explain to the student, the scope of the service provided.

Proof-readers/editors can provide feedback on a printed copy or an electronic copy of the student's work. If providing feedback electronically, track changes may be used for typographical errors, but the comments function in MSWord should be used to suggest other corrections. Track changes may be appropriate to give example to the corrections suggested in comments, however, these should be used sparingly, and only with the first occurrence of a particular error.

Proof-readers/editors may provide services relating to some or all of the following:

- Comment on grammar, spelling, punctuation, capitalisation, and sentence and paragraph structure
- Comment on noticeable inconsistent format (e.g., inconsistent line spacing, heading style, italics, font, page numbering, or table and figure presentation)
- Comment on noticeable inconsistent mechanics of text (e.g., inconsistent use of terminology, symbols, abbreviations, language, and style)
- Comment on repetition and verbosity
- Draw attention to sentences that lack clarity or words that have been misused
- Draw attention to structure issues of the document
- Draw attention to reference and in-text citation errors, but only if the proof-reader/editor is fully conversant with the referencing style requirements

Proof-readers/editors may not:

- Advise on structure and style of the writing
- Use track changes more than once for the same error
- Use track changes to edit the work without comment, except in the case of typographical errors
- Write, re-write, or provide alternative wording
- Provide synonyms for words that have been incorrectly used or where the meaning of the word used has clearly been misunderstood
- Correct formulae, suggest or provide alternative formulae, or perform calculations
- Produce or modify figures or tables
- Make any intellectual contribution or comment relating to the content of the student's work

Contacting a proof-reader/editor

When contacting a proof-reader/editor, the student should provide the word count and the due date of their work, as well as a copy of these guidelines. The proof-reader/editor may request the student send a section of their document or the entire document so that they can provide an estimate or a quote of the cost to the student. It is important that the student is clear about the scope of the service provided, and that they retain responsibility for the final editing and presentation of the document. A list of proof-readers/editors is available from your supervisor.

Learning Advisors' role

Although Learning Advisors may identify grammatical, formatting, and typographical errors, their focus is on supporting you to improve your academic writing. Where appropriate, they may also identify structural aspects that need further clarification from the supervisor. Learning Advisors can also guide you on how to improve your own proofreading strategies.

Other relevant guides

Academic Integrity [Guide](#)

Academic Integrity [Video](#)

[Proof-reading](#) strategies guide