



## **Guidelines developed by the Deans and Directors of Graduate Studies collaboratively with the Council of Australian Editors**

### **Background.**

There is a need for professional editors to be clear about the extent and nature of help they offer in the editing of research students' theses and dissertations. There is also a need for academic supervisors to be clear about the role of the professional editor as well as their own editorial role. These guidelines have been primarily developed to give guidance to commercial editors. They also, however, provide a guide for academic research student supervisors. This document has been developed with close attention to the current Australian Standards for Editing Practice (AESP).

### **Proof-reading and Editing of Research Theses and Dissertations**

It is expected the **academic supervisors** of research higher degree students will provide editorial advice to their students, as in standards C, D and E of the ASEP.

- Standard C, roughly responds to issues of substance and structure.
- Standard D, roughly responds to clarity of expression and logical connections.
- Standard E roughly responds to punctuation, citations and references.

Students are permitted to use additional editors in preparing their thesis for submission but should discuss this with their principal supervisor and provide the editor with a copy of these guidelines before they commence work.

Editorial intervention should be restricted to:

- Standard D, roughly responding to clarity of expression and logical connection and
- Standard E, roughly responding to punctuation, citations and references.

If advice is provided in matters of structure, exemplars only should be given.

Material for proofing should be submitted in hard copy not electronic. This is because it is too easy for the reader to make changes and the student to hit the 'accept button' without thinking about the suggested correction.

When a thesis has had the benefit of professional editorial advice, of any form, then: The name of the editor and a brief description of the service rendered, in terms of the Standards cited in the Australian Standards for Editing Practice, should be printed as part of the list of acknowledgements or other prefatory matter. If the professional editor's current, or former, area of academic specialisation is similar to that of the candidate, this too should be stated in the prefatory matter.