

The filled in form should be mailed by the supervisor/committee member to the copyeditor (lissy@mgprinzl). If mailed by the student, please note that I will be contacting the advisor/lecturer/committee member to confirm their agreement.

Code of Practice: Editing Texts for Students			
Section 1. Essential Details			
Title of text to be edited:	[provisional or final title]		
Type of document:	[e.g., paper, essay, thesis, dissertation, research proposal]		
Course of study:	[e.g., BA, MA, MSc, PhD]		
University / college / institute:			
Word or page limit:			
Citation style:	[e.g., Chicago, MLA, APA]		
English used:	[e.g., UK, US, CA]		
In addition to the main text, what needs to be edited? (Select as appropriate)			
<input type="checkbox"/> Formatting <input type="checkbox"/> Figures <input type="checkbox"/> Tables <input type="checkbox"/> References <input type="checkbox"/> Appendices <input type="checkbox"/> Other ()			
Section 2. Proofreading / Editing Activities			
The following restrictions apply to proofreading/editing work on manuscripts that are to be submitted for examination, such as MA coursework or a PhD dissertation.			
Activities		Checked and corrected by the editor	May be highlighted by the editor for correction by the student*
Level 1: Proofreading	Typographical errors	✓	
	Spelling	✓	
Level 2: Minor editing	Grammar	✓	
	Inconsistencies in language	✓	
	Clarity		✓
Level 3: Stylistic / structural editing	Repetitions		✓
	Logic flow		✓

Commented [A1]: To be filled in by the student.

Commented [A2]: Supervisor / thesis committee member: Please amend the activities, if the list differs from what is permitted by your institution's code of practice.

*** Specific queries may be raised by the editor for the student to address. However, no actual rewriting can be done by the editor on examined texts.**

Student: *I understand and agree to the limits described above for editorial work on manuscripts that are to be submitted for examination, and that the editor is not responsible for the outcome of the exam.*

This work is undertaken with the knowledge and consent of my supervisor and/or thesis committee.

Section 3. Interested Parties

Student	
Name:	Signature:
Email:	
Date:	
Advisor, lecturer or representative of thesis committee member	
Name:	Signature:
Email:	
Date:	
Additional notes or comments from supervisor / thesis committee member: [OPTIONAL]	
<p>Disclaimer: The editor is not responsible for the content, factual information and/or the accuracy of any references in the manuscript. The student is responsible for the originality of their work and avoiding plagiarism, as well as for adhering to any other guidelines stipulated by their institution in regard to examined, academic work.</p>	

Commented [A3]: To be filled in and signed by the respective individuals.

This form has been adapted from the [CIEP](#) guide "Proofreading Theses and Dissertations" (2020) and the "Permissions Form for Editing Student Texts" from [Canada Editors](#).