

**Guidelines developed by the Deans and Directors of Graduate Studies collaboratively with the Council of Australian Societies of 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 (ASEP).

**Proofreading 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 editing or proofreading should be submitted to the editor in electronic or hard copy (although if an individual academic institution has a preference for editing format, this should be followed). If the thesis is to be edited electronically, the editor and student need to agree on the process by which the student will check each suggested change before accepting it.

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.

The Australian Standards for Editing Practice is available on the following website: [http://iped-editors.org/Editing\\_theses](http://iped-editors.org/Editing_theses)