

## Ethics for proofreading and editing academic dissertations and theses

### What I do

**Editing** services may include editing language and illustrations to achieve:

- clarity of expression and flow of the text (e.g. removing ambiguity, wordiness and needless repetition, and ensuring clear and logical connections between phrases, clauses, sentences, paragraphs and sections)
- correct use of grammar, spelling and punctuation
- appropriate use of idiom, style and tone
- appropriate use of technical and specialised terminology, including discipline-specific terms, abbreviations and units of measurement
- consistency in the presentation of illustrations, diagrams and other display items.

**Proofreading** services may include:

- completeness of document
- correct use of grammar, spelling and punctuation
- consistency in the use of language, style, terminology, numbers, symbols, shortened forms, capitalisation, italics and other mechanics of text
- consistency in the presentation of illustrations and tables
- consistency in the format and layout according to the specified style
- conformity of references and citations to the specified style.

### I do not:

- develop ideas and arguments
- trim an over-long thesis to regulation length
- help with referencing
- correct information
- translate the thesis into English
- fact-check
- Identify plagiarism

I expect supervisors to provide their students with editorial advice on:

- matters of content, substance and structure
- interpretation of the research literature and data
- use of illustrations and tables
- use of language (including clarity, voice and tone, grammar, spelling and punctuation)
- use of technical and specialised terminology.