



# Guideline: Higher Degree by Research: Editing of Theses

## Purpose

To provide guidelines for editors, whether they are formal supervisors, informal mentors, family or friends or professionals, regarding the extent and nature of help they offer in the editing of research students' theses and dissertations.

## Guideline

### Background

1. The Institute of Professional Editors Limited (IPEd) have collaboratively developed an agreed set of [guidelines](#) based on the [Australian standards for editing practice](#) that provide guidance to students, supervisors and professional editors in how much assistance they should provide to students who have requested help in writing their theses.

### Proof-Reading and Editing of Research Theses and Dissertations

2. Academic supervisors of higher degree by research students provide editorial advice to their students on significant issues but do not undertake editorial changes. This advice is covered in Standards C, D and E of the [Australian standards for editing practice and may include](#):

Standard	Advice
Standard C: Substance and Structure	Nature of academic content and argument in the discipline
	Chapter and section structure and headings
	Order and balance of content

	Referencing style and quality
Standard D: Language and Illustration	Clarity of expression
	Voice and tone
	Grammar and usage
	Spelling and punctuation
	Graphs and charts
Standard E: Completeness and Consistency	Detailed spelling check
	Form and content of preliminary and end matter
	Accuracy and completeness of internal cross-references
	Consistent presentation style in the use of fonts, text sizes, numbering schemes

3. Students may use third parties (professional or otherwise) to assist in preparing their thesis for submission, provided they discuss this with their supervisor and provide the editor with a copy of this guideline before they commence work.

4. Third party editorial intervention is restricted to:

- a. Standard D
- b. Standard E

5. Where a third party provides advice on matters of structure (Standard C), only examples should be given, not detailed sets of changes.

6. Feedback as a result of professional editing or proofreading is provided in a format that encourages consideration of the recommendations of the editor rather than simply acceptance of those recommendations.

7. Where editorial advice is given, it is acknowledged as per the [Higher degree by research – submission and examination of theses procedure](#).

## **Editorial Services**

8. Available editorial services include:
- a. A directory of editors from the Canberra Society of Editors at <http://www.editorscanberra.org/editors/>;
  - b. A searchable database from the Institute of Professional Editors (IPEd) at [http://iped-editors.org/Find\\_an\\_editor.aspx](http://iped-editors.org/Find_an_editor.aspx); and
  - c. A checklist of available editing services that should be discussed with an editor before commissioning them at <http://www.editorscanberra.org/wp-content/uploads/checklist.pdf>.

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