



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 candidates' 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 candidates, supervisors and professional editors in how much assistance they should provide to candidates 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 candidates provide editorial advice to their candidates 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. (IPEd 2019).

3. Supervisors may also provide copy editing and proofreading. The [Australian standards for editing practice](#) outline the differences between editorial advice on content, substance and structure (Part C), copy editing (Part D) and proofreading (Part E).

Standard	Advice
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Standard C: Substance and Structure	Appraisal
	Structural devices
Standard D: Language and Illustration	Clarity of expression
	Voice and tone
	Grammar and usage
	Spelling and punctuation
	Specialised materials
	Illustrations
Standard E: Completeness and Consistency	Integrity
	Textual elements
	Illustration
	Format layout and production

4. Candidates 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 and the Australian Standards for editing practice guideline before they commence work.
5. Third party editorial intervention is restricted to:
 - a. Standard D
 - b. Standard E

6. Where a third party provides advice on matters of structure (Standard C), only examples should be given, not detailed sets of changes.
7. 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.
8. Where editorial advice is given, it is acknowledged as per the *Higher degree by research - submission and examination of theses procedure*.

Editorial Services

9. Available editorial services include:
 - a. A directory of editors from the Canberra Society of Editors at <http://www.editorscanberra.org/editor/>;
 - b. A searchable database from the Institute of Professional Editors (IPEd) at http://iped-editors.org/Find_an_editor.aspx; and
10. Before commissioning an editor the following checklist should be used to determine the scope of work in line with these guidelines. <http://www.editorscanberra.org/wp-content/uploads/checklist.pdf>.

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