

Guidelines for students on thesis editing

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These guidelines should be cited as:

Daniels, R. (2018) Guidelines for students on thesis editing. www.rightwithrhonda.com.au/resources

Background

These guidelines are based on the experience of Dr Rhonda Daniels AE as an academic editor in her business Right with Rhonda.

Guidelines for students

1. Students should check if their university, faculty or discipline has any specific guidelines on thesis editing before seeking a quote from an editor, and provide a copy of any university-specific guidelines to the editor.
2. Students should check any grant opportunities and funding and payment arrangements with their university before seeking a quote, recognising that a grant may not cover the full cost of professional editing and more than one round of editing may be required. An editor may require a deposit or payment in full before starting work. Students are responsible for ensuring the editor is paid by the due date requested by the editor.
3. Students should budget for thesis editing during their candidature, recognising that editors are experienced professionals running a business.
4. Students should provide as much information as possible when seeking a quote from an editor to ensure the quote is fair to the student and editor. Information could include:
 - the total word count of the thesis and mix of text and non-text material such as tables, graphics and equations
 - the date when the material will be available for editing, the preferred return date, and the submission deadline
 - any other requirements which may affect the time and cost of editing such as software, number of files and editing format (hard copy, Word, pdf).A sample of the work, preferably the full work, should be provided to enable a quote, as the cost of editing can vary for the same word count.
5. Students should specify the editing services required when seeking a quote from an editor. Students may wish to refer to the IPEd *Australian standards for editing practice*.
6. Students should be aware of the wide range of factors which affect the time and cost of editing. These include the total word count, the use of features in software such as numbering and heading styles, the use of reference management software, the use of tables, figures and graphics, the use of footnotes, the number of rounds of editing required, the experience of the editor, and the urgency of the editing.
7. Students should allow appropriate time for thesis editing and for reviewing the editor's suggestions, recognising the editor carefully reads the thesis and may be doing other editing work if firm deadlines are not provided. An editor may not be available if the agreed timetable for the student providing material is not met.
8. Students are responsible for the integrity of their thesis. An editor makes suggestions which students are responsible for accepting or rejecting.