

## Third Party Editing and Proofreading of Theses and Dissertations

The University of Auckland recognises that many masters and doctoral candidates have their work scrutinised by third parties, including professional editors. Such third parties must make no contribution to the intellectual content of the thesis or dissertation or be involved in rewriting text; their role is confined to advice on changes, as provided for in the Guidelines specified below. They may work on a printed or electronic version of the thesis or dissertation. If they work on an electronic version, the third party must make any comments using electronic tracking, mark-ups or comments. The thesis/dissertation candidate must keep a copy of the draft that contains the third party's comments. Any comments made on the draft must be fully considered by the candidate who must decide which advice to accept. The candidate must make the changes and produce the final text. If using electronic 'tracking' the candidate must not simply 'Accept All Changes'.

It is the candidate's duty to convey the guidelines to third parties (including any professional editor) engaged in checking any version of the thesis or dissertation. Candidates must acknowledge in their thesis or dissertation any contribution by a third party.

The intervention of a third party, in particular a professional editor, does not absolve the supervisor from the normal editorial duties connected with the production of the intellectual content and text of the thesis or dissertation. Third parties may not advise on or make corrections to the substance or structure of the thesis, though they may draw any such problems to the candidate's attention.

Whether to use the services of a professional editor is at the discretion of each candidate. Doctoral candidates may seek the approval of the Dean of Graduate Studies to spend up to \$500 of PReSS account funding to cover third party editing of the final draft of their thesis. For further details see: <http://www.auckland.ac.nz/webdav/site/central/shared/for/current-students/postgraduate-students/documents/press-account-information-and-operating-rules.pdf>

### GUIDELINES

**Third parties (including professional editors) may scrutinise and offer advice on the following aspects of theses or dissertations:**

#### **A Clarity**

- avoiding ambiguity, repetition and verbosity
- the use of punctuation to ensure clarity of meaning and ease of reading

#### **B Grammar and usage**

- the conventions of grammar and syntax in written English
- words and their meanings (but not technical terms)
- the expression of numbers, dates, percentages, measurements and statistical data
- the use of italics, capitalisation, hyphenation, symbols and shortened forms
- the display of lists and quotations

#### **C Spelling and punctuation**

- spelling and punctuation (including British and American uses)

#### **D Illustrations and tables**

- the position of tables and illustrations in the thesis
- the clarity, grammar, spelling and punctuation of the text in illustrations and tables

#### **E Text**

- completeness and internal consistency in references (including citations, bibliography, list of references, endnotes or footnotes, and cross-references)
- consistency in page numbers, headers and footers