

Code of Practice: Assessed Work

The following restrictions apply to editing/proofreading work undertaken on manuscripts that are to be submitted for examination

Editing services		Can I do it?	Checked and corrected by the editor	Checked and highlighted by the editor for correction by the student
Level 1: Proofreading and minor editing (I need confirmation from you that this is permitted by your institution)	Typographical errors	✓		
	Spelling errors	✓		
	Grammar errors	✓		
	Inconsistencies in language	✓		
	Formatting thesis to presentation guidelines	✓		
Level 2: Editing plus references (I need confirmation from you that this is permitted by your institution)	Cross-checking citations against reference list	✓		
	Formatting reference list/ footnotes to specified style	✓		
	Missing or doubtful references/citations/ elements			✓
Level 3: Stylistic/structural editing (I need specific confirmation from your supervisor by email or letter that this is permitted)	Clarity			✓
	Repetitions			✓
	Improvements in flow and logic			✓
	Restructuring			✓