

Proofreading and Editing Guidelines

For Postgraduate Research students

Nōnahea i Whakarerekē Last Modified	September 2021
Rā Arotake Review Date	August 2023
Mana Whakaae Approval Authority	Deputy Vice-Chancellor (Research)
Āpiha Whakapā Contact Officer	Dean of Postgraduate Research – Office of the Deputy Vice-Chancellor (Research)

Kupu Whakataki | Introduction

These guidelines provide guidance to postgraduate research students concerning the proofreading and editing of theses.

Kaupapa Here | Document Statement

These guidelines **do not** apply to the writing of papers for publication in journals. However, if such papers are included in the student's thesis they must be accompanied by a clear statement about the contributions by any external parties in producing the paper.

Aratohu | Guidelines

The issues of proofreading and editing relate to the question of the degree to which external parties have substantively contributed to a piece of work that is represented as the student's work. The concerns **do not** apply to University supervisors, who may provide advice categorised as both proofreading and editing.

The expectation is that:

- Students may solicit help from any person to have their work proofread.
- Students may not engage any person, except their supervisors, to edit their work.

Proofreading generally relates to correction of objective errors and may include:

- I. Corrections to text concerning written language including spelling, word choice, grammar, sentence and paragraph construction, generic aspects of writing style, punctuation, tense, typographical errors and referencing;
- II. Advice on the structure and labelling of headings, visual layout, caption format, tables of contents, paragraph breaks, paragraph formats, fonts and citation formatting.
 - Students are ultimately responsible for the writing quality and presentation of their theses.
 - Grammatical corrections and writing advice should be provided as suggestions, with the decision to implement resting with the student.
 - Proofreaders must be acknowledged in the thesis.
 - The student is responsible for deciding on, finding and carrying the cost of any proofreading services.
 - It is the student's responsibility to provide a copy of this document to any proofreader.

Editorial advice generally relates to subjective, often discipline-related, judgements pertaining to:

- I. Writing or re-writing of any part of a thesis, including new prose and substantive development of the explanation of ideas and concepts;
- II. Modifications of the student's ideas or interpretations that substantively change the meaning of the work.

Only the members of the supervisory team are permitted to provide **editorial advice**.

Proofreading vs Editorial Advice

In cases where the difference between "proofreading" and "editorial advice" is unclear, the Senior Supervisor will make the decision after the student has identified the issue.

Operating outside the Guidelines

Consequences of non-compliance with these guidelines could include:

- Action being taken under the Discipline Regulations;
- Action being taken under the Academic Integrity and Breach of Instruction Regulations;
- A breach of University policy, resulting in appropriate action being taken under the relevant policy and/or regulation.

He kōrero anō | Related Documents and Information

Ngā Waeture | UC Regulations

- [Academic Integrity and Breach of Instruction Regulations \(University Regulations website\)](#)
- [Discipline Regulations \(University Regulations website\)](#)
- [Research Course Regulations \(University Regulations website\)](#)
- [Qualification Regulations \(University Regulations website\)](#)

Te Pātaka Kaupapa Here | UC Policy Library

- [Academic Integrity Guidance for Staff and Students \(PDF, 256KB\)](#)
- [Intellectual Property Policy \(PDF, 502KB\)](#)
- [Provision of Resources Policy - Support for Doctoral Students \(PDF, 215KB\)](#)
- [Research Conduct Policy \(PDF, 532KB\)](#)
- [Research Work for a Master's or Doctoral Thesis \(PDF, 356KB\)](#)
- [Staff Code of Conduct \(PDF, 429KB\)](#)
- [Student Code of Conduct \(PDF, 220KB\)](#)

Te Pae Tukutuku me te Ipurangirototo o UC | UC Website and Intranet

- [PhD's and Doctoral Degrees \(University Postgraduate website\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
1.00	Document development and creation	Deputy Vice-Chancellor	June 2018
2.00	Scheduled review by contact officer, minor changes.	Policy Unit	July 2019
2.01	Minor amendments to content	Policy Unit	July 2019
3.00	Minor amendments, proofreading changed from previous proof-reading convention.	Policy Unit	Sep 2021

This document remains in force until it is updated.