EDITING OF THESIS GUIDELINES

Background
Higher Degree Research students are required as part of their candidature to write and submit a thesis. Throughout candidature, the primary source of guidance in preparation of the thesis is the supervisory team.

Candidates
Candidates are encouraged to write early and write often. It is expected that candidates maintain a high level of proficiency in their writing. It is their responsibility to ensure that the supervisory team has ample opportunity to assess and provide feedback on their writing skills. Beyond the supervisory team, candidates are encouraged to take advantage of the wide range of workshops, seminars and online resources available at QUT to enhance candidates' writing skills.

It is reasonable for candidates to seek out mentors or friends to act as readers of their work to support the writing process. For example, fellow students may work as reading teams for each other. Some faculties support this initiative and have developed writing circles and other such programs. International Student Services also provides a service to international students reviewing, on a one to one basis, sections of theses in progress. The Research Students Centre provides funding to faculties for international candidates to access editorial assistance just prior to submission of their thesis.

Where there are difficulties in terms of composition and grammar, candidates in the first instance should seek advice from either their Supervisor/s or faculty staff. They are best able to identify appropriate support services available.

Ultimately candidates, through their own efforts, are expected to produce well structured and clearly argued writing. This ensures that the theses produced are a reflection of candidates' own thoughts and ideas as generated during their research studies. Mastery of these skills is part of the suite of skills expected of research graduands.

Supervisory Team
Academic supervisors of research students need to be clear about the role of the professional editor as well as their own editorial role.

The Supervisory Team will provide feedback on writing style and mechanical inaccuracy. They are also concerned with a range of research issues embedded within the writing. The Supervisory Team would normally not be engaged in extensive general editing. However, it is expected that the academic supervisors of research higher degree students will provide editorial advice to their students. This type of advice is covered in Standards C, D and E of the *Australian Standards for Editing Practice*:
- Standard C – Substance and Structure
- Standard D – Language and Illustrations
- Standard E – Completeness and Consistency.

The Supervisory Team through ongoing monitoring will be able to evaluate resolution of any ongoing difficulties. It is expected that they will report on these matters to the faculty and the university through milestone reporting mechanisms, particularly the Annual Progress Report. In preparation of their thesis, students are encouraged to discuss the use of a professional editor with their Supervisory Team.

School and Faculty

The School, Faculty and University will review many research students' written work through public seminars and in the case of PhD candidates through the Stage 2 and Confirmation and Annual Reporting processes. It is expected that constructive and rigorous feedback will be provided to candidates to support their skills development and ensure their successful candidature.

Paid Editorial Assistance

Where candidates have access to funding, they may wish to seek paid editorial assistance during the final stages of their thesis writing. This should be very carefully considered and undertaken with reasonable expectations and timeframes. Professional editors need to be clear about the extent and nature of help they offer in the editing of research student's theses and dissertations. All thesis editors must certify that they are aware of the Australian Standards and that they have been followed in editing a thesis. In summary professional editorial intervention should be restricted to

- Standard D – Language and Illustrations
- Standard E – Completeness and Consistency.

Where a professional editor provides advice on matter of structure (Standard C), exemplars only should be given.

Editorial assistance of this kind may only be provided where it is:

a) To resolve minor grammatical and technical writing issues within the thesis, not for substantive restructuring or stylistic refinement of the thesis;
b) With the knowledge of the principal supervisor;
c) Undertaken by a professional accredited editor familiar with the Australian Standards requirements for thesis editing; and
d) An editor not currently researching actively in the student's discipline area.

Material for editing or proofreading should ideally be submitted in hard copy. In electronic copy, it is too easy for the student to accept editorial suggestions without thinking about their implications.

Find an editor

Selection of professional editors is critical as they must be have the appropriate background and expertise in editing higher degree research theses. As a rule of thumb, professional editors would normally be based in Australia and have an ABN.

The Council of Australian Societies of Editors (IPEd) links to editorial organisations in each state of Australia providing contact details for professional editors and cites editing standards that identify and define the knowledge and skills expected of experienced editors.

- Qld Society of Editors - Find an editor (do a search)

Faculties also have a list of registered professional editors that have the appropriate experience and qualifications to edit HDR theses. You should consult with your faculty administration officer and supervisory team for assistance in identifying appropriate editors for your thesis.

Engaging an editor - http://iped-editors.org/About_editing/Editing_theses/FAQ_students.aspx

Acknowledgements

When a thesis has had the benefit of professional editorial advice, of any form, the name of the editor and a brief description of the service rendered, in terms of the *Australian Standards for Editing Practice*, ___must___ be listed as part of the acknowledgements or other prefatory matter. If the professional

editor's current or former area of academic specialisation is similar to that of the candidate, this too must be stated in the prefatory matter of the thesis.

Sample acknowledgement:

Professional editor, [editor's name], provided copyediting and proofreading services, according to the guidelines laid out in the university-endorsed national 'Guidelines for editing research theses'.

Failure to formally acknowledge a professional editor's contribution to your thesis may be seen as a breach of the code of conduct for research (refer to the MOPP D/2.6).

Resource Directory:

These guidelines conform with policy on thesis editing developed by the Deans and Directors of Graduate Studies collaboratively with the Council of Australian Societies of Editors (ASEP). Further information available from:

- Australian Standards for Editing Practice - http://www.iped-editors.org/site/DefaultSite/filesystem/documents/Standards_Website.pdf
- Professional Accredited Editors: http://iped-editors.org/Find_an_editor
- Information on Editing Research Theses http://iped-editors.org/About_editing/Editing_theses.aspx
- Conflict of Interest policy - http://www.mopp.qut.edu.au/B/B_08_07.jsp and http://www.mopp.qut.edu.au/D/D_02_06.jsp#D_02_06.10.mdoc
- Library Training - http://www.library.qut.edu.au/learn/
- Cite Write for information on language conventions - http://www.citewrite.qut.edu.au/
- International Student Services - https://www.student.qut.edu.au/international

Approval & modification history

DATE	AUTHORITY	DETAILS
6 October 2015	QUT Research Degrees Committee	Further information on choosing a qualified editor.
5 May 2014	QUT Research Degrees Committee	Further information included on Professional accredited editors & acknowledgement statement.

Responsible Officer: Secretary, Research Degrees Committee