This document outlines the CDU guidelines for the editing of theses of postgraduate research students.

1. The Supervisor will assess each student’s writing abilities early in their candidature and advise the student on any further training that is considered necessary in this area. The Supervisor will continue to monitor the student’s progress.

2. Supervisors guide and advise students about general editing issues, including structure and style, etc. Postgraduate colleagues within a candidate’s school may also be appropriate readers and editors of a thesis.

3. CDU allows for professional editing of theses following the policy developed by the Deans and Directors of Graduate Studies collaboratively with the Council of Australian Societies of Editors as set out in their document ‘The Editing of Research Theses by Professional Editors’ (see Appendix 1) and incorporating ‘The Australian Standards for Editing Practice’ (see Appendix 2). In particular, editing is restricted to Standard D (language and illustrations) and Standard E (completeness and consistency).

4. Students should discuss the editing process with their principal supervisor in the first instance, and should provide the editor with a copy of these guidelines before they commence editing.

5. Editing should be undertaken on paper copy of the material rather than electronic to provide opportunity for the student to more thoughtfully consider the proposed editorial changes.

6. When the thesis has had the benefit of editorial advice (whether professional or not) then the editor’s name and a brief description of the service provided must be provided in the acknowledgements section of the thesis when presented for examination. Where the editor’s area of specialisation is similar to that of the student, this should also be noted in the acknowledgement.
Appendix 1

The Editing of Research Theses by Professional Editors

Policy developed by the Deans and Directors of Graduate Studies collaboratively with the Council of Australian Societies of Editors

Background
Professional editors need to be clear about the extent and nature of help they offer in the editing of research students’ theses and dissertations. Academic supervisors of research students also need to be clear about the role of the professional editor as well as their own editorial role. This policy has been developed primarily to give guidance to professional editors. It also provides a guide for academic supervisors. This document has been developed with close attention to the current Australian Standards for Editing Practice (ASEP). Academic supervisors are encouraged to become familiar with this very useful publication.

Proof-reading and Editing of Research Theses and Dissertations
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 ASEP:

- Standard C, Substance and Structure
- Standard D, Language and Illustrations
- Standard E, Completeness and Consistency.

Students may use a professional editor in preparing their thesis for submission, but they should discuss this with their principal supervisor and provide the editor with a copy of this policy before they commence work.

Professional editorial intervention should be restricted to:

- Standard D
- Standard E

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

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

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 Australian Standards for Editing Practice, should be printed as part of the list of 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 should be stated in the prefatory matter of the thesis.

The Australian Standards for Editing Practice is available on the following website: [www.case-editors.org](http://www.case-editors.org)

Appendix 2

Australian Standards for Editing Practice
Council of Australian Societies of Editors

[See separate document]

(Source: http://www.editorscanberra.org/standards.htm