# Code of Practice: Editing Masters and PhD theses

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

| Proofreading/editing activities | | Checked and corrected by the editor | May be highlighted by the editor for correction by the student* |
|---|---|:---:|:---:|
| Level 1: Proofreading | Typographical errors | ✓ | |
| | Spelling | ✓ | |
| Level 2: Minor editing | Grammar | ✓ | |
| | Inconsistencies in language | ✓ | |
| | Clarity | | ✓ |
| Level 3: Stylistic/structural editing | Repetitions | | ✓ |
| | Logic flow | | ✓ |

* Specific queries may be raised by the editor for the student to address. However, no actual rewriting can be done by the editor on examined texts.

I understand and agree to the limits described above for editorial work on manuscripts that are to be submitted for examination, and that the editor is not responsible for the outcome of the exam.

This work is undertaken with the knowledge and consent of my supervisor and/or thesis committee.

Student's signature:                    Student's name:

                                        Date: