

## Appendix A: Guidelines to Accompany the Editorial Advice Policy

*The Editorial Advice Policy defines the roles and responsibilities of students, their supervisors, and any others who may provide advice to students relating to the writing of their theses. The guidelines below are designed to help those outside the supervisory relationship to recognise the level of editorial advice that is permitted. External editorial advisors may include friends and family, colleagues and professional editors.*

### General arrangements

As required by the policy, students must obtain permission in advance from their Victoria supervisor before seeking editorial advice from any external party.

Students should agree with their editorial advisor whether the thesis will be supplied in hard copy or electronic copy. Where the submission is electronic, editorial corrections and suggestions must be made by one of two means:

- corrections and suggestions are made only by means of the comments function in track changes;
- corrections and suggestions are made to the document itself and annotated by means of track changes, but the file is returned to the student as a PDF.

These approaches ensure that the student must check and decide upon all suggested changes before incorporating them.

### Editorial advisors may give advice on and make suggestions about:

- a. Errors in spelling, punctuation (including capitalisation, hyphenation and the use of diacritics or accents in foreign material), and grammar.
- b. Inconsistencies in formatting.
- c. Inconsistent use of spelling conventions (specific to New Zealand English, British English, or American English, for example.)
- d. Misused words, **provided that** those words are not technical terms.
- e. Adherence to a specified, discipline-appropriate house style. Such advice might include identifying incorrect or inconsistent application of referencing conventions, use of different font styles (italic, bold etc), format of dates and numbers, and so on. The discipline-appropriate house style should be agreed between the student and supervisors prior to engaging the editorial advisor.
- f. The consistent and accurate use of headers and/or footers.
- g. Inconsistencies in the structure and format of diagrams and tables. (Advice and corrections on the academic content of such material is not permitted.)

**Editorial advisors may note, but may not make suggestions about:**

- a. Passages, diagrams or tables that are unclear or ambiguous, or are poorly presented.
- b. Significant repetition within the thesis.
- c. Missing elements of the thesis, such as abstract, table of contents, list of illustrations, reference list, or glossary, as appropriate.
- d. Missing references.

Editorial advisors may not offer comment on any other aspects of the thesis.

**Acknowledging editorial advice in thesis**

Students must acknowledge in the thesis if they have received professional editorial advice. A suitable form of words (adapted from the Council of Australian Societies of Editors' *Australian Standards for Editing Practice*) could be:

“A professional editor [Name] provided copy-editing and proof-reading services in accordance with the Editorial Advice Policy of Victoria University of Wellington.”

**Acknowledgements:**

The University of Auckland's *Policy on third-party editing and proofreading of theses and dissertations*.

The University of Otago's *Proof-Reading of Theses Guidelines*.

The Council of Australian Societies of Editors' *Australian Standards for Editing Practice*.