



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

**GUIDELINE:**

## **EDITING SUPPORT FOR HIGHER DEGREE BY RESEARCH STUDENTS**

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**Purpose:** Specifies the rationale for editing support and outlines the process by which a Higher Degree by Research Student can access editing support.

**Responsible Executive:** Pro Vice Chancellor – Research

**Responsible Office:** Research Office

**Effective Date:** 1 August 2017

**Review Date:** Originally created: April 2006; reformatted May 2006; web link updates April 2007; modified May 2012, modified July 2013, modified Jan 2014, modified Feb 2016, modified Feb 2017.

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## 1 Purpose

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- 1.1 The University offers limited financial assistance for a candidate to undertake editing of their thesis provided that it is limited to Standard D and E as outlined in the Australian Standards for Editing Practice available at the Council of Australian Societies of Editors webpage at <http://iped-editors.org/>
- 1.2 It is the intent of the University's editing support to assist the student in the development of their writing skills by leveraging the candidate's best effort to a higher level.
- 1.3 The supervisor(s) is expected to provide tuition with regard to the format of the thesis; that is, issues surrounding clarity, tone, grammar, spelling and punctuation, illustrations and tables, and internal consistency.
- 1.4 As a matter of course all substantive and conceptual guidance must be provided by the supervisor(s) only and not by a professional editor.
- 1.5 Under these guidelines the University will meet the costs of editing subject to available student project budget.
- 1.6 Should a candidate choose to avail him/herself of this support, it is the responsibility of the supervisor(s) and candidate to jointly identify and communicate directly with a professional editor.
- 1.7 It is recommended that the supervisor(s) and candidate consult the Council of Australian Societies of Editors webpage at <http://iped-editors.org/> for assistance in identify a suitable professional editor.

## 2 Related Policies and Procedures

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This Guideline should be read in conjunction with the following Policies and Procedures:

- 2.1 Guidelines: Support for HDR Students 2016

## 3 Procedures

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- 3.1 The candidate is required to obtain a purchase order from the Research Office in advance of finalising arrangements with an editor in order that funds can be disbursed.
- 3.2 Following any editorial advice, the name of the editor and a brief description of the services provided, in terms of the Australian Standards for Editing Practice, should be included in 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 preface of the thesis and the thesis declaration form.