

## What students can expect from the SCHL editor

### 1. When should I show my work to the editor?

Each SCHL student is entitled to a certain amount of the editor's time. This corresponds to three working days, or approximately 20 hours. You should discuss with your supervisor the best time to get editorial assistance, as this will vary with your circumstances. This amount of time will usually allow the editor to cover:

- one chapter with English expression issues;
- a partial copy edit for a non-native English speaker's thesis;
- a full copy edit for a native English speaker's thesis; or
- full proofread (all theses are expected to meet satisfactory standard of English expression if submitted for a proofread).

### 2. What format should it be in?

ANU editing policy (see link below) is for student work to be edited on paper, not onscreen. So you should give the editor a clean copy, that is, a printout that contains no marks or comments by anyone else. It can be printed double-sided, but please use at least 11 point font for the main text and 9 point for the footnotes, and make sure the line spacing is at least 1.5. Do not bind the pages, and make sure they are numbered. The editor will write comments and corrections on the hard copy in pencil.

### 3. What does the editor expect I have done before showing them my work?

- You should make sure you are familiar with the citation rules in your particular discipline. If you are not sure, ask your supervisor or another student, or look up some recent theses (ANU library has copies of all PhD theses). You should have applied these rules as well as you can before giving work to the editor. You must be consistent in every element of your referencing. For example, the two citations below are inconsistent in at least ten ways—can you spot them all?
  - Brown, G.W. 2004. 'Sunspots in the fiction of Ray Bradbury'. In *Journal of Science Fiction Research*. Michigan, Planet Press. Vol.3: 22-5.
  - Nestor, F N, 'The role of the RFC in the first battle of Mons, 1915', in *The Great War Revisited* (London, Hughes & Sons: 1998), volume 15, pp.146–181.
- You should have spell-checked the material both using the computer spell-check and by reading it through yourself.
- You should be familiar with how a thesis is formatted in MS Word, including using the Styles and Formatting function. The ANU has several excellent training sessions on using Word for academic writing. Ask at the CAP Student Office for

the latest details.

- It will save the editor's time if you can prepare a 'style sheet' for your thesis, listing the correct spelling for often-used proper nouns, any foreign words (including whether and how these words are to be italicised and capitalised), and whether you are using US or British/Australian spelling. You should also decide whether you are using double or single quotations marks, and how you will use numbers—for example, will you write out all numbers under 100, as per the Chicago Style Manual, or will you give numbers over 10 as numerals, as per the APS Style Guide? Make sure you know how to format block quotes, and the relationship between footnote identifiers and punctuation marks.

Remember, the better you can present your thesis, the more time the editor will have to copy edit, and therefore will be able to cover more material.

#### *4. Is there anything else I have to give the editor?*

A simple outline of the thesis is helpful, especially if you are giving the editor a chapter from the middle or end.

#### *5. What exactly will the editor do?*

In a copy edit, the editor will comment on one or more of the following:

- clarity of expression;
- accuracy of grammar, spelling and punctuation;
- appropriate use of style and tone;
- appropriate use of technical, specialised or foreign material; and
- appropriate, accurate and consistent use of illustrations, diagrams, and other graphics.

In a proofread (which is often done at the same time as a copy edit), the editor will check to ensure that all document elements are complete and consistent. This includes verifying and correcting, as necessary, the following:

- the integrity of all parts of the document;
- consistency in use of style, terminology, etc.;
- grammar, punctuation and spelling;
- referencing;
- illustrations and tables; and
- format and layout.

The editor **will not** provide the student with advice on or corrections to the subject matter or structure of the thesis, although they may draw the student's

attention to any possible problems. Your supervisor will cover matters of subject and structure.

The editor also will not rewrite sentences or paragraphs, although they may offer suggestions as to how rewriting could be best done.

*6. How long will the editor take?*

[see also 1. above] As you can see, if you can get the formatting and consistency of your material as polished as possible, the editor will have less to do and therefore will be able to cover more of your work. You should inform the editor several weeks before you submit material so they can add you to their schedule. Be aware that if you are late with your material you may miss out, as other students also use the editorial service.

*7. What should I do when the editor is finished?*

You will need to go through all the suggestions/comments and, if you agree, take them up in your revised version. The final responsibility for the thesis rests with you.

If you don't know why the editor made a suggestion, or don't understand a comment, please ask.

*8. What if I don't agree with the editor's comments?*

See above. You don't have to take up any changes. But the editor will have a good reason for suggesting changes, so please talk it over before deciding to reject them.

*9. Should I mention the editor in my Acknowledgements section?*

You must acknowledge the editor, even if they did not edit the whole thesis. You can simply say, 'this thesis received editorial input from [name]'.

**Useful editing links:**

ANU Higher Degree Research Guide,  
<http://www.anu.edu.au/sas/hdr/researchguide.php>

Information Literacy Program, <http://ilp.anu.edu.au/grad/>

ANU Policy on Editing of Research Theses by Professional Editors, 2.1.  
[https://policies.anu.edu.au/ppl/document/ANUP\\_000407](https://policies.anu.edu.au/ppl/document/ANUP_000407)

ANU Academic Skills and Learning Centre, Referencing Style Guides,  
<https://academicskills.anu.edu.au/resources/handouts/referencing-style-guides>

*The Chicago Manual of Style* and the *Oxford Dictionary* are now available online for ANU staff and students. Look them up in the ANU Library catalogue and click on the 'view online' links.

The *Australian Style Manual for Authors, Editors and Printers*, which is used by the Public Service, has many handy hints on citation in an Australian context.

Unfortunately the most recent edition (6th, 2002) is a bit dated, but this is still the style followed in most official publications.

The current CHL editor is:

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