

AngloCanto's Guide to Proofreading of Student Work

Generally permitted editing work

The editor is permitted to check, highlight, and offer advice on the following aspects of manuscripts that are to be submitted for assessment:

Editing activities		Checked and corrected by the editor	May be highlighted by the editor for correction by the student
Proofreading	Typographical errors	✓	
	Spelling	✓	
	Punctuation	✓	
Minor editing	Grammar	✓	
	Usage	✓	
	Consistency	✓	
	Clarity		✓
Stylistic / Structural editing	Repetitions		✓
	Logic flow		✓

The student is responsible for providing the editor with a **style guide** from their academic institution, if there is one, as the editor may make changes or raise queries to:

- Grammar and usage
 - the conventions of grammar and syntax in written English
 - the expression of numbers, dates, percentages, measurements, and statistical data
 - the use of italics, capitalisation, hyphenation, symbols, and shortened forms
 - the display of lists and quotations
- Illustrations and tables
 - the position of tables and illustrations in the manuscript
- Formatting
 - the numbering system in page numbers, headers and footers
 - completeness and internal consistency in references**

How editing work is carried out

- Suggested amendments will be indicated by tracked changes and comment tools
- It is advised that the student must keep a copy of the draft that contains the editor's comments and/or changes. Any comments or changes made on the draft must be fully considered by the student who must decide themselves which advice to accept
- The student must make the changes themselves and produce the final text

Restrictions on third-party editing

- The editor must not write, rewrite, paraphrase, or translate any part of the manuscript; check or query statements or facts contained in the work; reduce or increase the word count; cross-check the details with any external sources; or perform numerical calculations included in the thesis or dissertation
- The editor must make no contribution to the intellectual content of the thesis or dissertation; their role is confined to advice on changes, as specified in this guide
- The editor may not advise on or make corrections to the structure of the thesis, though they may draw any such problems to the student's attention by raising specific queries

Before you proceed, please read the full terms and conditions, of which main terms are:

- A fee will be agreed beforehand, but you may be asked to pay a deposit prior to the start of the project, of which amount will be deducted from the final invoice, which we will send you once we have completed the work
- Please pay our fee within 30 calendar days; we reserve the right to charge interest on overdue accounts
- We will do our best to make your work 100% error-free and consistent, but we cannot guarantee it
- We will keep your work confidential and will not pass it or your details to third parties
- It is your responsibility to check with your supervisor whether you can use our services, and any limits on that (please note that the editing activities specified in this guide are for reference only)
- We take plagiarism very seriously; it is not our responsibility to check for plagiarism and we do not have access to software that checks for plagiarism
- We cannot guarantee that our help will get you a better grade
- Any guideline from your institution will take precedence over ours

AngloCanto's proofreading service for students submitting work to be assessed does not cover:

- Paraphrasing or translating any part of the thesis or dissertation
- Checking or querying statements or facts
- Performing numerical calculations
- Altering or advising on the structure of the thesis or dissertation
- Changing the argument or adding to the content of the thesis or dissertation
- Reducing or increasing the word count of the thesis or dissertation to ensure the work meets the assessment criteria
- Cross-checking references with external sources or making sure that in-text references are listed in the bibliography or list of references
- Correcting typographical and spelling errors in the references (including citations, bibliography, list of references, endnotes or footnotes, and cross-references) and highlighting inconsistencies for you to correct in line with the specific reference style**

** As an add-on service if permitted by your institution

Declaration

I understand and agree to the limits described in this guide 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.

I have read and understood the full terms and conditions, inclusive of the cancellation policy, specified by AngloCanto, and agree to them.

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

Student's signature:

Student's name:

Student's institution:

Date:

Please return the completed and signed form to info@anglocanto.uk