Review of university-specific guidelines on editing theses

Dr Rhonda Daniels AE
rhdaniels@bigpond.com
Draft as at 11 March 2018. Please advise of any additional information or corrections.

Introduction

Guidelines or policies on thesis editing were searched for each university in Australia using terms such as '[university name] thesis editing guidelines' or similar in early March 2018 to identify publicly available material. Material from each university has been saved as a PDF file and will be stored in the Guidelines Pod folder on Google Drive. Results are listed below with web links and dates where available, and comments on key features.

Of the 40 universities searched, 35 had publicly, easily available material on thesis editing.

Material from the 35 universities shows variation in publicly available material with a range of formats, content and references to the *Australian standards for editing practice* (ASEP) and/or the IPEd *Guidelines for editing research theses,* and/or current names such as Australian Council of Graduate Research or Deans and Directors of Graduate Studies, and IPEd or Council of Australian Societies of Editors. Formats include sections in official policies or procedures, sections in more informal student advice, or standalone policies. A university may have material in more than one place such as an official policy, and a list of resources, with different content. Length can vary from a one-line link to the IPEd website, one sentence or a separate three-page policy. Content varies in referring to ASEP and specific Parts in ASEP by letter or not, to the Guidelines by name or not and specific aspects of the Guidelines or not, and to the authors of these documents, with or without web links to these documents.

Table 1 shows variation in some content. This is not comprehensive but highlights variation.

Table 2 compares each university by specific features such as requiring hard copy editing. More features could be added, such as requiring acknowledgement of an editor's similar academic specialisation, giving definitions of copyediting and proofreading or referring to ACGR.

Table 1 Examples of variation in university-specific guidelines

Type of content	Examples (not complete)
material refers to earlier Guidelines and content, with old names of CASE and/or DDoGS, and hard copy editing	Charles Darwin University, Curtin University, Edith Cowan University, Victoria University, Western Sydney University, University of Adelaide, University of Western Australia
material refers to IPEd Guidelines, with direct link to IPEd website but not ASEP specifically	Griffith University, University of New England, University of Newcastle, University of South Australia
material refers to IPEd Guidelines, with direct link to IPEd website, with no or little extra information	Bond University, Central Queensland University, Deakin University, University of Queensland
material refers to ASEP, with no mention of IPEd Guidelines	Charles Sturt University, Queensland University of Technology, University of Melbourne, University of Notre Dame, Wollongong University
material refers to ASEP and Guidelines, but with no authors or links	La Trobe University, Monash University
material links to IPEd website without referring to IPEd Guidelines	Federation University, RMIT, University of New England, University of NSW
material does not refer to ASEP or IPEd Guidelines	Australian Catholic University, University of Canberra, University of Southern Queensland, University of Sunshine Coast, University of Tasmania
no material easily and/or publicly available*	Macquarie University, Murdoch University, Swinburne, Torrens University, University of Technology Sydney
material specifically requires all theses to be edited – with links to ASEP and IPEd Guidelines – with no mention of ASEP or IPEd Guidelines	 Flinders University University of Sunshine Coast
material strongly recommends theses are edited – with no mention of ASEP or IPEd Guidelines	Southern Cross University
material applies to all editing assistance, paid or unpaid, professional or family and friends	Australian National University, University of Melbourne, University of NSW, University of Sydney
material specifically allows more than Part D or E	James Cook University
material specifies use of "professional accredited editor"	Queensland University of Technology
material specifies use of professional editors is not allowed (only professional proofreaders)	University of Tasmania

*Please forward any material for these universities.

University-specific guidelines

In alphabetical order by formal university name, with web links as at early March 2018.

Australian Catholic University 2015. http://research.acu.edu.au/wp-content/uploads/2015/02/Attachment-A-URC-Guidelines-for-the-Preparation-and-Presentation-of-a-Professional-or-Doctoral-Thesis-for-Examination.pdf
[see Section 7 on page 7, does not refer to ASEP or IPEd Guidelines, 'professional editors should limit themselves to editorial advice only']

Australian National University 2016. https://policies.anu.edu.au/ppl/document/ANUP_000407
[applies to editing by anyone including family and friends, refers to ASEP in detail, links to IPEd Guidelines but not named]

Bond University 2017. *Higher Degree by Research Handbook*
bond.edu.au/files/1699/HDR%20Handbook.pdf
[see page 75, links to IPEd Guidelines but IPEd not named, emphasises role of supervisors in overseeing editors]

Central Queensland University 2017. Research Higher Degree Theses Policy and Procedure.
file:///Central%20Qld%20Uni%20Research%20Higher%20Degree%20Theses%20Policy%20and%20Procedure.pdf
[see Clause 4.40 on page 8, links to IPEd Guidelines, but IPEd not named]

Charles Darwin University
http://www.cdu.edu.au/sites/default/files/ori/documents/CDUGuidelines_EditingTheses.pdf
[refers to DDoGS and CASE, refers to ASEP, requires hard copy editing, links to old IPEd Guidelines]

Charles Sturt University
https://www.csu.edu.au/research/forms-facts/hdr-guide/publishing-your-thesis
[refers to ASEP and Standards D and E, but no links]

Curtin University 2017. Guidelines for the Editing of Research Theses by Professional Editors
http://17986-presscdn-0-31.pagely.netdna-cdn.com/wp-content/uploads/sites/5/2015/02/TE-ThesisEditing-17-08-15.pdf
[refers to DDoGS and (old) IPEd Guidelines and links to current IPEd Guidelines, refers to ASEP and specific standards, requires hard copy editing]

Deakin University http://www.deakin.edu.au/students/research/your-thesis-and-examinations/forms-and-guidelines
[links to IPEd Guidelines only, no other information]

Edith Cowan University http://intranet.ecu.edu.au/research/for-research-students/research-journey/writing-and-presenting-your-research/editing-the-final-draft
[refers to DDoGS and CASE, requires hard copy editing]

Federation University Australia 2017.
federation.edu.au/__data/assets/pdf_file/0016/352051/PROFESSIONAL-EDITING-OF-RESEARCH-THESES-July-2017.pdf
[refers to copyediting and proofreading, but no references to ASEP or IPEd Guidelines, but links to IPEd website on editing theses]

Flinders University www.flinders.edu.au/graduate-research/examination-and-completion/preparing-a-thesis-for-examination/having-your-thesis-edited.cfm
[links to IPEd Guidelines, links to ASEP but not specific standards, says 'Professional editing must be undertaken before the final version of the thesis is submitted to the student's supervisor for consideration']

Griffith University
intranet.secure.griffith.edu.au/research/griffith-graduate-research-school/preparing-your-thesis/editorial-assistance
[refers and links to IPEd Guidelines, no mention of ASEP only 'limited to proofreading and copyediting services']

James Cook University
www.jcu.edu.au/graduate-research-school/candidates/enrolled-students/thesis-preparation,-submission-and-examination
[links to IPEd Guidelines and ASEP, but no discussion].
Also www.jcu.edu.au/graduate-research-school/forms-and-policies/hdr-thesis-format-guidelines
[see pages 7 and 8, refers to standards in more detail including CASE 2011 as author of ASEP, refers to IPEd Guidelines, says 'Where editors do deal with matters outside of Standards D and E then this should be noted in the acknowledgements of the thesis.']

La Trobe University http://www.latrobe.edu.au/students/study-resources/learning/postgrad-help/proofreading-and-editing
[refers to copyediting and proofreading, but no reference to ASEP or IPEd Guidelines]
policies.latrobe.edu.au/document/view.php?id=121#part5
[see Part E, refers to ASEP and Guidelines, but no links and no reference to IPEd as author]

Monash University 2017. www.monash.edu/__data/assets/pdf_file/0011/911882/Graduate-Research-Thesis-Examination-Procedures.pdf
[see section 1.11 on pages 9 and 10, refers to ASEP and Guidelines but no links or IPEd as authors, does not refer to Standards by letter]

Queensland University of Technology 2015. *Higher Degree Research Guideline – Editing of Thesis Guidelines* cms.qut.edu.au/__data/assets/pdf_file/0007/20959/thesis-editing-guidelines.pdf
[refers and links to ASEP, links to IPEd website but does not refer to Guidelines, refers to using 'professional accredited editor', refers to CASE, requires hard copy editing]

RMIT University
http://www1.rmit.edu.au/browse/Current%20students%2FAdmin%20essentials%2FInformation%20for...%2FResearch%20candidates%2FManaging%20your%20candidature%2FFinalising%20your%20candidature%2FPreparing%20to%20submit/
[links to IPEd Guidelines but Guidelines not named, refers to 'limited editorial work' but not defined, no ASEP]

Southern Cross University www.scu.edu.au/media/scueduau/graduate-school/documents/Student-Handbook.pdf
[see page 20 of Handbook, only 1 sentence on thesis editing 'The Graduate School strongly recommends that Candidates have their thesis professionally proofread and edited for expression prior to submission for examination', no references to other policies found.]

University of Adelaide 2017. www.adelaide.edu.au/graduatecentre/forms/thesis/docs/guidelines-for-the-editing-of-research-theses-by-professional-editors%20.pdf
[refers to ACGR and CASE, refers and links to ASEP, refers to Standards by letter, requires hard copy editing]

University of Canberra
www.canberra.edu.au/current-students/canberra-students/current-research-students/hdr-frequently-asked-questions/thesis-submission-and-examination
[very brief, refers to 'copyediting and proofreading', other material may be available, but circular references eg *Higher Degree by Research Thesis Submission and Examination Guidelines,* which is not available. http://www.canberra.edu.au/current-students/canberra-students/current-research-students/manage-your-candidature/thesis-examinations

University of Melbourne http://gradresearch.unimelb.edu.au/preparing-my-thesis/writing-the-thesis
[refers to ASEP, but not IPEd Guidelines]
policy.unimelb.edu.au/MPF1321#section-4.20
[see page 7, refers and links to ASEP, 'Assistance from third parties, whether paid or voluntary, is only permitted in exceptional circumstances and must be limited to editorial intervention']

University of New England www.une.edu.au/research/hdr/submission-examination
[refers and links to IPEd Guidelines, no ASEP, no extra information]

University of New South Wales https://research.unsw.edu.au/forms-procedures-and-policies-research-candidates
[straight link to Guidelines, with no reference to IPEd, no other text]
see also page 54 of *2017 UNSW Postgraduate Research Handbook*, https://research.unsw.edu.au/sites/default/files/documents/pgr_handbook_2017_hyperlinked_smaller.pdf
[applies to all third parties but does not specify type of work, no references to ASEP or Guidelines]

University of Newcastle https://www.newcastle.edu.au/__data/assets/pdf_file/0020/72470/Thesis-Examination-guidelines.pdf
[see Section 2.10 on page 5, with direct link to IPEd Guidelines]

University of Notre Dame Australia 2017. Guideline: Editing Support for Higher Degree by Research Students www.nd.edu.au/__data/assets/pdf_file/0012/140601/GUIDELINE-Editing-Support-for-HDR-Students.pdf
[refers to standards in ASEP and refers to CASE website (links to IPEd website), no reference or link to IPEd Guidelines]

University of Queensland my.uq.edu.au/information-and-services/higher-degree-research/my-thesis/1-thesis-preparation
[links to ASEP and IPEd Guidelines, but no discussion]

University of South Australia http://w3.unisa.edu.au/researchstudents/milestones/thesissubmit.asp#editing
[links to IPEd Guidelines]

University of Southern Queensland 2018 policy.usq.edu.au/documents/15858PL#3.2_Editing_of_Thesis
[see section 3.2 on page 2, no reference or links to ASEP or Guidelines but discusses types of editing allowed, requires hard copy editing]

University of Sunshine Coast. *Higher Degree by Research Thesis Review – Guidelines* www.usc.edu.au/media/7375563/hdr-thesis-review-guidelines-290814.pdf
[specifically requires independent edit check before submission of all theses, no mention of ASEP or IPEd Guidelines]

University of Sydney 2017. *Thesis and Examination of Higher Degrees by Research Procedures 2015* sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2014/375&RendNum=0
[see pages 3 and 4, refers to ASEP but not Parts D and E, 'editor means any person providing paid or unpaid assistance']

University of Tasmania 2016. Thesis Requirements and Formatting Guidelines
http://www.utas.edu.au/__data/assets/pdf_file/0010/750835/Thesis-Requirements-and-Formatting-Guidelines.pdf
[no reference to ASEP or IPEd Guidelines, says 'The use of professional editors is not permitted. A professional proof reader may be used only to assist with formatting, grammar and style.']

University of Western Australia http://www.postgraduate.uwa.edu.au/students/policies/expectations/editing_of_research_thesis_by_professional_editors
[refers to DDoGS and CASE, refers and links to ASEP, no reference to IPEd Guidelines, requires hard copy editing]

University of Wollongong 2017. https://www.uow.edu.au/research/grs/student/thesis/UOW205651.html
[refers and links to ASEP, no reference to IPEd Guidelines or author of ASEP]

Victoria University 2012.
www.vu.edu.au/researchers/candidature/thesis-submission/preparing-your-thesis,
www.vu.edu.au/sites/default/files/research/pdfs/Guidelines%20for%20Editing%20and%20Proofr
eading%20Theses%202012.pdf
[refers to old DDoGS and CASE guidelines, allows electronic or hard copy editing 'although if an
individual institution has a preference for editing format this should be followed']

Western Sydney University
www.westernsydney.edu.au/__data/assets/pdf_file/0015/1002291/GRS_Editing_Research_The
ses_Guidelines.pdf
[refers to old DDoGS and CASE guidelines, refers to ASEP, requires hard copy editing]

Not available = no material could be found publicly with a quick search

Please forward any material from these universities if available

Macquarie University – not available. Arts
http://hdr.efs.clients.squiz.net/current_students/hdrguide/b/candidature_completion/proof_read_
edit [not publicly available]

Murdoch University – not available

Swinburne University of Technology – not available.
Not covered at: http://www.swinburne.edu.au/about/leadership-governance/policies-
regulations/policies/research-training
May be here which requires login www.swinburne.edu.au/intranet/research/higher-
degrees/examination-and-completion

Torrens University Australia – not available
[not mentioned in Research Higher Degree Courses Policy at
laureate-
au.blackboard.com/bbcswebdav/institution/Groupwide/Policy%20and%20Procedures/TUA%20
Policies%20and%20Procedures/TUA%20PL_AC_016%20Research%20Higher%20Degree%20
Courses%20Policy.pdf]

University of Technology Sydney *Graduate Research School Guidelines* www.uts.edu.au/current-
students/current-students-information-faculty-science/higher-degree-research/thesis
[may be mentioned in Graduate Research School Guidelines which are not publicly available]

Table 2 Comparison of selected features in university-specific guidelines

University	Refers to ASEP	Links to ASEP	Refers to Guidelines	Links to Guidelines	Refers to IPEd	Refers to DDoGS	Refers to CASE	Refers to Parts D and E by letter	Refers to Part C with exemplars	Requires hard copy editing	Refers to unpaid or voluntary editing	Requires or strongly recommends editing
Australian Catholic University	no	no	no	no	no	no	no	no	no	no		
Australian National University	yes	yes	yes	yes	yes	no	no	yes	yes	no	yes	
Bond University	no	no	yes	yes	no	no	no	no	no	no		
Central Queensland University	no	no	yes	no	yes	no	no	no	no	no		
Charles Darwin University	yes	yes	yes	no	no	yes	yes	yes	yes	yes		
Charles Sturt University	yes	no	no	no	no	no	no	yes	yes	no		
Curtin University	yes	yes	yes	yes	yes	yes	no	yes	yes	yes		
Deakin University	no	no	no	yes	no	no	no	no	no	no		
Edith Cowan University	yes	no	yes	yes	yes	yes	yes	yes	yes	yes		
Federation University	no	no	no	yes	yes	no	no	no	no	no		
Flinders University	yes	yes	yes	yes	yes	no	no	no	no	no		yes
Griffith University	no	no	yes	yes	yes	no	no	no	no	no		
James Cook University	yes	no	yes	no	no	no	yes	yes	yes	no		
La Trobe University	yes	no	yes	no	no	no	no	no	yes	no		
Macquarie University	not available											
Monash University	yes	no	yes	no	no	no	no	no	yes	no		
Murdoch University	not available											
Queensland University of Technolc	yes	no	no	yes	no	no	yes	yes	yes	yes		
RMIT	no	no	no	yes	yes	no	no	no	no	no		
Southern Cross University	no	no	no	no	no	no	no	no	no	no		yes
Swinburne	not available											
Torrens University	not available											
University of Adelaide	yes	yes	yes	no	no	no	yes	yes	yes	yes		
University of Canberra	no	no	no	no	no	no	no	no	no	no		
University of Melbourne	yes	yes	no	no	no	no	no	yes	no	no	yes	
University of New England	no	no	yes	yes	yes	no	no	no	no	no		
University of Newcastle	no	no	yes	yes	yes	no	no	no	no	no		
University of Notre Dame	yes	yes	no	no	no	no	yes	yes	no	no		
University of NSW	no	no	no	yes	no	no	no	no	no	no		
University of Queensland	yes	yes	yes	yes	yes	no	no	no	no	no		
University of South Australia	no	no	yes	yes	yes	no	no	no	no	no		
University of Southern Queenslanc	no	no	no	no	no	no	no	no	yes	yes		
University of Sunshine Coast	no	no	no	no	no	no	no	no	no	no		yes
University of Sydney	yes	yes	no	no	yes	no	no	no	no	no		
University of Tasmania	no	no	no	no	no	no	no	no	no	no		
University of Technology Sydney	not available											
University of Western Australia	yes	yes	no	no	yes	yes	yes	yes	yes	yes		
University of Wollongong	yes	yes	no	no	no	no	no	yes	yes	no		
Victoria University	yes	yes	no	yes	no	yes	yes	yes	yes	no		
Western Sydney University	yes	yes	no	no	no	yes	yes	yes	yes	yes		
Total universities = 40												
Universities not available = 5												
No. of Yes out of 35	19	13	16	16	14	6	9	14	15	8	2	3