

## **Hanley Editorial**

### **Terms and Conditions for PhD theses and Master's dissertations**

My copy-editing and proofreading service for a thesis or dissertation includes checking for typos and for spelling, punctuation and grammar errors; suggesting amendments where your written English is awkward or unclear; checking that you are consistent with your spelling and word usage (e.g. using –ise endings or –ize endings); checking that you are consistent with your presentation (e.g. placing footnote markers before or after punctuation marks, paragraph spacing etc.); checking that your citations and references adhere to your chosen style; checking that all entries in your bibliography contain all the required information.

The copy-editing and proofreading will not include any comments or suggestions on the academic content of your work. This is for two reasons: firstly, you are the expert in your field, not me; and secondly, when you submit a thesis or dissertation you are asked to sign a document confirming that it is all your own work, so I would not wish to jeopardise this.

You would need to send me your thesis electronically as a Microsoft Word document. I will then make amendments to it using the 'track changes' facility, so you can see what I have done; you then choose whether to accept or decline each change, thus retaining full control over the content of your thesis. If there is anything I am not sure of (e.g., you spell someone's name in two different ways and I don't know which is the preferred spelling), I will indicate this using the 'comments' facility rather than making a change to your text.

In planning your schedule, please remember to leave enough time for you to read through and accept or decline my changes after I have returned your thesis and before your submission date.

If you prefer, I am also happy to accept a paper copy of your thesis, to mark amendments and suggestion on it in pen, and then return it to you so you can make all the electronic changes yourself. Some of my previous clients have preferred this as it means they retain absolute control of their electronic document.

If you have any specific requirements (e.g. additional formatting), or if your thesis has a large number of illustrations or anything else which will need extra attention, please do let me know.

I will ask for the name of your institution and supervisor, and also to see a copy of any regulations which your institution has regarding the input of proofreaders to work to be submitted for assessment.

The quote which I give for your work is based upon an analysis of the sample material which you sent. If the text of the thesis is of a poorer quality than the sample provided then I reserve the right to alter the quote or to decline the work.

Half of the quoted fee must be paid in advance.

I hope that explains everything you need for now: if you have any further queries before deciding whether or not to engage my services, please don't hesitate to ask.