



One point of contact. Two sets of eyes.

To: [CLIENT NAME]
Project: [CLIENT NAME]
Date: [CLIENT NAME]
Editor: [TANDEM EDITING POINT OF CONTACT]

Advisor Consent Form for Professional Editing of Student Theses and Dissertations

Date _____

_____ [NAME], a student at
_____ [UNIVERSITY] in the department/faculty/school of
_____, is preparing a thesis | dissertation | class assignment (circle one).

The working title is
_____.

In readying it for submission, this student has permission to seek professional editing as listed below.

_____ [SUPERVISOR'S SIGNATURE]
_____ [SUPERVISOR'S NAME, PLEASE PRINT]
_____ [SUPERVISOR'S TITLE, PLEASE PRINT]

I have read this document and agree to follow it.

_____ [STUDENT'S SIGNATURE]
_____ [EDITOR'S SIGNATURE]

Other Information About This Project

Provide any information about the thesis or its author that might help the editor's work.

** If there is a required style guide for this project, such as AMA, APA, AP, or Chicago, please indicate this here.*

For each type of editing below, indicate which editorial tasks may be applied to the project named above, by having your supervisor initial the appropriate line.

Structural Editing

“Structural editing” means assessing and shaping material to improve its organization, content, and suitability for the intended audience and purpose. It is very important that the supervisor identify which structural editing tasks may be undertaken for any student project.

Supervisor to initial yes/ no for each editorial task.

<i>yes</i>	<i>no</i>	<i>query only*</i>	
			Query balance/imbalance of content.
			Identify and flag material that might be better presented in a different location.
			Identify and flag possible legal problems (e.g., libel, plagiarism, privacy violations, missing reprint permissions, failure to give sources).
			Identify and flag possible departures from social acceptability (e.g., gender, ethnicity, age, or other bias).
			Query material that might be presented in another form (e.g., number-heavy text as table or vice versa).
			Other:

**OK to query/consult but do not implement changes or corrections.*

Language Editing

“Language editing” means working to clarify meaning, polish language, and pursue other nonmechanical line-by-line language issues. It is very important that the supervisor identify which language editing tasks may be undertaken for any student project.

Supervisor to initial yes/ no for each editorial task.

<i>yes</i>	<i>no</i>	<i>query only*</i>	
			Identify and flag language that may confuse readers or imply incorrect information.
			Address confusing sentence structures, wrong word choices, and ambiguous passages.
			Implement standard American English word order and colloquial phrasing.
			Address connections and transitions, checking for logic and flow of ideas.
			Check sentences and paragraphs for variety and consistency.
			Address inappropriate jargon, repetition, and wordiness.
			Check tables, figures, and visual material for clarity and presentation.
			Other:

**OK to query/consult but do not implement changes or corrections.*

Copyediting

“Copyediting” means editing for grammar, spelling, punctuation, usage, and other mechanics of style; checking for internal consistency; reviewing hierarchy and parallel structure of headings and subheadings; and checking placement of art (including graphs, tables, maps). Copyediting may revise complicated sentences or suggest alternate phrasing. If specified, copyediting may include editing front matter (i.e., title page; contents

page; lists of tables, figures, and maps; acknowledgments), documentation of art (e.g., captions, credit lines, citations of sources), and references and citations for required style at the department, school, or course.

Supervisor to initial yes/ no for each editorial task.

<i>yes</i>	<i>no</i>	<i>query only*</i>	
			Follow common practices and school/faculty preferences for conventions such as the use of italics, boldface, and underlines; measurements, abbreviations, and symbols; technical and trademarked terms; and spelling and punctuation styles.
			Develop and/or follow an editorial style sheet (a list of words or terms that must be spelled, capitalized, hyphenated, or otherwise treated in specific ways in this manuscript).
			Correct errors in spelling.
			Correct errors and inconsistencies in punctuation.
			Correct errors in grammar, syntax, and word usage.
			Query potentially awkward or offensive language.
			Treat technical and/or non-English terms in English text appropriately and consistently.
			Address errors or inconsistencies in citations and references; query any that appear to be missing.
			Query items that should be double-checked for correctness (e.g., proper names, titles, dates, quotations) and apparent errors of other facts within the realm of general knowledge.
			Ensure that all elements are present and complete
			Ensure internal consistency of text, headings, art (e.g., tables, figures), and cross-references.
			Ensure consistent styling of art (e.g., tables, figures), including titles, captions, and notes.
			Other:

**OK to query/consult but do not implement changes or corrections.*

Proofreading

“Proofreading” reviews final designed documents to check for errors overlooked during previous editing passes. Proofreading will correct mechanical errors in text, such as spelling mistakes or small deviations from the (editorial) style sheet, and will cross-check document elements such as headings and page numbers for internal consistency. Proofreading may, if requested, check to confirm that no errors were introduced during formatting and that all document elements conform to specified school/department style guidelines.

Supervisor to initial yes/ no for each editorial task.

<i>yes</i>	<i>no</i>	<i>query only*</i>	
			Ensure that all elements are present.
			Query or correct spelling, punctuation, and formatting errors.
			Query or correct inconsistencies in elements such as headings, cross-references, composition titles, citations and references, and art (e.g., tables, figures).
			Assess end-of-line word divisions and mark incorrect or awkward line or page breaks for correction.
			Identify and flag any document formatting that departs from school/department style requirements.
			Other:

**OK to query/consult but do not implement changes or corrections.*

Notes:

This form is inspired by and adapted from Editors Canada, Guidelines for Editing Theses, http://www.editors.ca/files/public/Guidelines_Editing_Theses_2012-06-02_APPROVED.pdf

Definitions of editing and editorial tasks have been adapted from the Editors Canada's Standard Freelance Editorial Agreement (2010), Definitions of Editorial Skills; the Northwest Independent Editors Guild's website (<http://www.edsguild.org>); and Tandem Editing LLC's 20+ years of experience editing for students attending United States colleges and universities.