

## Proofreading service for students whose work is going to be assessed

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This is a general guide to the tasks I include in my student proofreading service. However, some items on this list might not be permitted by your academic institution, and the extent of the work I can do for you must be clarified before I begin.

- Checking that a style guide has been followed where available
- Correcting errors in spelling, grammar and punctuation
- Suggesting alternatives to incorrect word choice (e.g. appraise/apprise)
- Making minor amendments to sentences in order to clarify your meaning (but not to clarify your argument)
- Commenting where your meaning is very unclear so you can rewrite the text
- Suggesting how very long sentences could be broken up
- Checking for consistency in style preferences when more than one choice is acceptable (e.g. punctuation of abbreviations, spelling and hyphenation)\*
- Checking that the numbering of headings, figures and tables is sequential and noting where this is not the case
- Noting where headings are inconsistent in terms of capitalisation or style

I will make corrections and comments in Word's Track Changes. You will need to accept or reject corrections yourself.

\*If only minor corrections are needed, I will mark these using Track Changes. If there is a lot of inconsistency, I will explain what the problem is so you can make corrections yourself.

## **References**

It is your responsibility to provide a full set of references and ensure these are formatted correctly. If you want me to carry out any checks on the punctuation or styling of references, this will be the subject of separate negotiation.

## **What isn't included?**

Clarifying your argument, rewriting, paraphrasing or amending the structure of your work

Significantly altering the word count

Amending use of tenses

Translation

Fact-checking

Identifying instances of plagiarism

Formatting or layout

Drawing up a reference list or checking references against external sources