Chapter 1 : Essay Proofreading & Editing Services, Cheap Student Flat Prices

Students who edit and proofread their work well communicate better and make my life easier, and of course, that leads to better grades for them. This The Complete Guide to Editing and Proofreading for Students provides: (1) a summary of useful online resources ; and (2) tips from my professional teaching experience to help students polish their.

Every university student needs to submit project report or essay at the end of their final year. Writing thesis or essay is not an easy task, once you start writing the piece, you can realize how tough the process. Proofreading is one important way of ensuring that your essay or journal is free from all spelling mistakes or grammatical errors. Thanks to some of the popular Essay Proofreading Services that can help you fix any of such problems and make your piece accurate. Proofreading your essay before submission is one easier way to make the piece perfect and score good mark. More and more Essay Proofreading Services are coming up in the market where you can get proper editing within affordable price range. Proofreading and editing services are known to address different issues within in a piece of writing. No matter how short or long the piece, professional proofreaders will make your piece look perfect. Proofreaders handle every editing task seriously and turn every ready-to-be-published essays or contents error free and attractive. They are mainly professionals who carefully examine each and every aspect of the piece and help you provide perfect pieces within a particular time. Here is why you should hire a professional Essay Proofreading Services for editing essays or journals: Proofreaders can work on novels, journals, school or college essays, thesis, and any other specific reports. Such tasks are carried out by professionals with English as their first language. Most importantly they are aware of every technicality with English and can help you submit perfect pieces. Professional Essay Editing Services takes sufficient time and make sure that the essay is correct in all ways. They will also make subtle changes which will make your essay look far more attractive and easy to read. With essay writing the most common mistakes are punctuation, grammar, spelling errors and syntax errors. These are the main things where a professional proofreader needs to work on, no matter what the topic of the essay or journal. Many Essay Editing Services are coming up in the market, send your piece of work to get the best quotes. Professional proofreaders will sign few contracts and confidentiality policies declaring they will not use the writing part for their benefit. For any serious essay writing task, journal publishing or research paper make sure you hire the best of editing services. Bank on firms or companies that can assure of full confidentially and help you provide quality editing within affordable price. To make your essay error free and attractive, proofread your essays or journals with our team of experts. Hiring the best of Essay Proofreading Services is a must these days.

Chapter 2 : Editing Versus Proofreading: What's the Difference and Why You Need Both | Owlcation

Academic Proofreading and Editing Services As a professor, post-doctoral researcher, or graduate student, you spend hours translating your ideas to the page. However, at the end of a long day in academia, you may not always have the energy or clarity of mind to revise your writing objectively.

Most students need to spend more time in the revision stage fixing their grammar and style. On the other hand, the well-written assignments I read are like the proverbial breath of fresh air. Students who edit and proofread their work well communicate better and make my life easier, and of course, that leads to better grades for them. You should spend some time in the revision process thinking about some or all of these tools and tips to get your writing into top shape. Software and Web Tools The software and web tools listed here for editing and proofreading are mostly free, although some require a modest fee. Install the Grammarly browser plug-in the basic account is free and your online writing will be checked for grammar points, spelling, and punctuation. Pay for an upgraded account to get more types of checks and Word integration. You can, however, add plug-ins to help with certain issues. For example, some students have a tendency to use different spellings of words in long documents â€" this consistency problem can be solved with the Consistency Checker plug-in available in the Google store. But why do so few students use it? Still, sometimes your writing can still plagiarize. These days many schools put assignments through the Turnitin. Upload your text and see what comes up before you submit the work to your teacher. Check the Readability Stats of Your Document Microsoft Word includes an option in Spelling and Grammar check that shows Readability Statistics after you finish running it you may have to turn this on in the Options section of the tool. These stats show how easy the document is for readers to comprehend. This will make your sentences easier to understand. The lower the grade level, the clearer the writing. All-in-one Software A highly rated, comprehensive piece of software that integrates with Microsoft Word is Whitesmoke. It checks grammar, punctuation, spelling, and style. Now we have software for the purpose: Wordrake is free on a 7-day trial. Hemingway to the Rescue The English literature students reading this know that Ernest Hemingway wrote in a clear, simple style almost too simple for some critics! It also highlights another scourge of bad writing: Structure means you have an overall point that runs through all the paragraphs and that each paragraph talks about something different no duplication. In large essays and papers, you can sometimes write about the same thing in different spots. Or you can forget your overall point that should connect everything. One of its many great features is that it shows the name of each chunk of writing a paragraph or section listed down the left side of the screen. That way at any moment, you can see the outline of the whole document in one view. You can also move these chunks around to create a better flow of ideas. This beats scrolling through a long Word file trying to find that elusive paragraph you remember writing. Just add it to your browser, and you can check documents and pages that come up. A few years ago I felt like my writing was stale. I was using the same words over and over again. One solution for alternatives is to read a thesaurus Microsoft Word has one built it. But a better way to develop your vocabulary is to play the game Word Bubbles Rising on the brain games website Lumosity. This one game has helped me spark creativity in word choice, and it may help you too during the editing process. Avoid Proofreading Citations The worst part of writing papers is doing the citations. The last thing you want to do after spending time writing and editing is to see if APA style requires italicizing journal names or capitalizing all words in book titles. The best free bibliographic software to eliminate this work is Zotero. Zotero will create your bibliography, and you can change between styles. But sometimes you need more than that: Schools usually offer some free writing instruction at their writing centers. Use these resources to get a second opinion on papers before you submit them. Turn it on and watch those errors disappear instantly. Just make sure the software chooses the right alternatives â€" sometimes it can suggest the wrong word. Mignon Fogarty runs one of the most popular sites for grammar lessons, written in simple language. These courses, hosted on Udemy. You can watch the videos on your laptop or phone at

your leisure. One of the most popular online courses is about punctuation: Punctuation Mastery by Shani Raja. If you feel unsure about when to use punctuation or other grammar problems , all you need is an hour or two with these courses to solve the issue. Create an Editing Group with Your Classmates Students tend to think they have to do everything alone. I think the warnings about plagiarism scare students off collaborative work. But when I was an undergraduate, I worked at a student newspaper and we used to swap our papers with our co-worker students. Awareness of these distinctions shows your teacher that you have an eye for detail. You know what you meant. Each paragraph should have its own thesis or argument, and each sentence should provide evidence for that thesis or argument. But many students tend to drop in sentences that have no connection to each other, creating a mess of random thoughts. However, the all-nighter style of writing is not conducive to producing error-free documents. Errors will jump out at you on paper. One of the big problems I see in student papers is misrepresentation of theorists. Sometimes students will even cite the wrong author. A quick check back to the original source will confirm it. You may have a pinball paper. A pinball paper jumps back and forth between big, fat quotations, with a tiny bit of filler between the quotes that filler is your own words. Certainly not meeting the word count is a problem â€" a word count exists to ensure adequate development of ideas, so you have to use it up. But how do you bring back the word count after words have been cut? Add more detail such as more ideas and facts. Follow the Formatting Rules Check with your instructor about formatting rules for your assignment. Nothing screams lack of attention to detail more than failure to adhere to the formatting rules title pages, double or single spacing, citation styles, border size, and so on. Similarly, make sure you answered all the questions your teacher wants answered, including those about the argument or thesis, the scope, and the number of citations required. Duncan Koerber has taught writing and communications courses for the past 11 years at 6 Canadian universities to thousands of students. Strategies for Writing Take his foundational writing course with unique exercises and assignments on Udemy.

Chapter 3 : Proofreading Jobs Online: Complete Beginner's Guide

You as a student WON'T LEARN from a consultant editing/proofreading your work, but you WILL LEARN from questioning your own thesis, analyzing the exact requirements of your assignment, testing the clarity of your own definitions, and finding/correcting your own grammatical errors.

Traditional method[edit] A proof is a typeset version of copy or a manuscript page. They often contain typos introduced through human error. Proofs are then returned to the typesetter or graphic artist for correction. When somebody does the proofreading for another person they also like to read first for themselves and then for other people so they can also understand the meaning. Proofreading is when a person wants to read first what they have written into their Newspaper, documentation paper, etc. The first reads the text aloud literally as it appears, usually at a comparatively fast but uniform rate. The second reader follows along and marks any pertinent differences between what is read and what was typeset. This method is appropriate for large quantities of boilerplate text where it is assumed that the number of errors will be comparatively small. Experienced copy holders employ various codes and verbal short-cuts that accompany their reading. Thus the line of text: He said the address was Central Blvd. Mutual understanding is the only guiding principle, so codes evolve as opportunity permits. A single proofreader checks a proof in the traditional manner but then passes it on to a second reader who repeats the process. Both initial the proof. Note that with both copy holding and double reading, responsibility for a given proof is necessarily shared by two individuals. Many publishers have their own proprietary typesetting systems, [3] while their customers use commercial programs such as Word. Before the data in a Word file can be published, it must be converted into a format used by the publisher. The end product is usually called a conversion. If a customer has already proofread the contents of a file before submitting it to a publisher, there will be no reason for another proofreader to re-read it from the copy although this additional service may be requested and paid for. Instead, the publisher is held responsible only for formatting errors, such as typeface, page width, and alignment of columns in tables ; and production errors such as text inadvertently deleted. To simplify matters further, a given conversion will usually be assigned a specific template. Style guides and checklists[edit] Proofreaders are expected to be consistently accurate by default because they occupy the last stage of typographic production before publication. Before it is typeset, copy is often marked up by an editor or customer with various instructions as to typefaces, art, and layout. Often these individuals will consult a style guide of varying degrees of complexity and completeness. Such guides are usually produced in-house by the staff or supplied by the customer, and should be distinguished from professional references such as The Chicago Manual of Style , the AP Stylebook , The Elements of Style , or Gregg Reference Manual. When appropriate, proofreaders may mark errors in accordance with their house guide instead of the copy when the two conflict. Where this is the case, the proofreader may justifiably be considered a copy editor. Checklists are commonly employed in proof-rooms where there is sufficient uniformity of product to distill some or all of its components to a list format. They may also act as a training tool for new hires. Checklists are never comprehensive, however: Qualifications[edit] The educational level of proofreaders, in general, is on a par with that of their co-workers. Typesetters, graphic artists, and word processors rarely need to have a college degree , and a perusal of online job listings for proofreaders will show that although listings may specify a degree for proofreaders, many do not. Experience is discounted at the outset in preference to a credential, indicating a relatively low starting wage appropriate for younger applicants. In these kinds of multitasking desktop-publishing environments, human resources departments may even classify proofreading as a clerical skill generic to literacy itself. Where this occurs, it is not unusual for proofreaders to find themselves guaranteeing the accuracy of higher-paid co-workers. In contrast, printers , publishers , advertising agencies and law firms tend not to specifically require a degree. In these professionally demanding single-tasking environments, the educational divide surrounds the production department instead of the company itself. Promotion is rare for these proofreaders

because they tend to be valued more for their present skill set than for any potential leadership ability. They are often supervised by a typesetter also without a degree, or by an administrative manager with little or no production experience who delegates day-to-day responsibilities to a typesetter. Proofreader testing[edit] Applicants. Numerous books are also available that instruct the basics to their readers. Such tools of self-preparation have by and large replaced formal workplace instruction. Proofreader applicants are tested primarily on their spelling , speed, and skill in finding errors in the sample text. Toward that end, they may be given a list of ten or twenty classically difficult words and a proofreading test, both tightly timed. The proofreading test will often have a maximum number of errors per quantity of text and a minimum amount of time to find them. The goal of this approach is to identify those with the best skill set. A contrasting approach to testing is to identify and reward persistence more than an arbitrarily high level of expertise. For the spelling portion of the test, that can be accomplished by providing a dictionary, lengthening the word list conspicuously, and making clear that the test is not timed. For the proofreading portion, a suitable language-usage reference book e. Note that knowing where to find needed information in such specialized books is itself an effective component of the test. Removing the pressure of what is essentially an ASAP deadline will identify those applicants with marginally greater reservoirs of persistence, stamina, and commitment. At the same time, by mooting the need for applicants to make use of a memorized list of difficult words and a studied knowledge of the more common grammatical traps affect, effect, lay, lie , applicants learn that their success depends primarily on a quality at least theoretically available to anyone at any time without preparation. Formal employee testing is usually planned and announced well in advance, and may have titles, such as Levels Testing, Skills Evaluation, etc. They are found in corporate or governmental environments with a large enough HR staff to devote to preparing and administering the tests. Usually, this is done without warning, and sometimes it will be done secretly. It can be highly effective, and there will certainly be times when such re-reading is justified, but care must be taken. There are two basic approaches. The first is to re-read a proof within its deadline and in the department itself. Thus the manager will read from the same copy that the first reader saw, and be aware of any volume and deadline pressures the first reader was under, and can directly observe the individual in real time. This approach can also be followed as a matter of routine. The goal then is not to confirm a specific suspicion of poor job performance by a particular reader, but rather to confirm a general assumption that the proofreading staff needs ongoing monitoring. The second approach to informal testing is to wait for some days or weeks and then, as time allows, randomly select proofs to re-read while outside the department. Such proofs may or may not be accompanied by the copy pages that the proofreader saw. Economics[edit] Proofreading cannot be fully cost-effective where volume or unpredictable workflow prevents proofreaders from managing their own time. Examples are newspapers , thermographic trade printing of business cards , and network hubs. The problem in each of these environments is that jobs cannot be put aside to be re-read as needed. In the first two cases, volumes and deadlines dictate that all jobs be finished as soon as possible; in the third case, jobs presently on-site at the hub are hurried, regardless of their formal deadline, in favor of possible future work that may arrive unpredictably. Where proofs can programmatically[clarification needed] be read only once, quality will randomly but persistently fall below expectations. Even the best and most experienced readers will not be able to be consistently accurate enough to justify premium pay. Production technology can also moot the need to pay a premium for proofreading. In the example of thermographic business-card printing, even when there are no reprints, there is considerable wastage of paper and ink in preparing each of the press runs, which are separated by color. When as often happens there is unused space available on the plate , there is no increase in production cost for reprints that use that space. Only when reprints are so numerous that they push production staff into significant overtime would they increase costs. But significant overtime is usually the result of a high volume in new orders using up the eight-hour day. In such industries proofreading need only â€" and can only â€" make a marginal difference to be cost-effective. Only where workload volume does not compress all deadlines to ASAP and the workflow is reasonably predictable can proofreading be worth a premium wage. Inflexible deadlines mandate

a delivery time, but in doing so they necessarily do not mandate delivery before that time. If deadlines are consistently maintained instead of arbitrarily moved up, proofreaders can manage their own time by putting proofs aside at their own discretion for re-reading later. Whether the interval is a few seconds or overnight, it enables proofs to be viewed as both familiar and new. Where this procedure is followed, managers can expect consistently superior performance. However, re-reading focuses responsibility instead of dividing it as double-reading and copy holding, both described above, do and obviously requires extra effort from proofreaders and a measure of independence from management. Instead of managers controlling deadlines, deadlines control managers, and leeway is passed to the proofreaders as well as commensurate pay. Vs copy-editing[edit] The term proofreading is sometimes used to refer to copy-editing, and vice versa. Although there is necessarily some overlap, proofreaders typically lack any real editorial or managerial authority. What they can do is mark queries for typesetters, editors, or authors. To clarify matters at the outset, some advertised vacancies come with a notice that the job advertised is not a writing or editing position and will not become one. Creativity and critical thinking by their very nature conflict with the strict copy-following discipline that commercial and governmental proofreading requires. Thus proofreading and editing are fundamentally separate responsibilities. In contrast, copy editors focus on a sentence-by-sentence analysis of the text to "clean it up" by improving grammar, spelling, punctuation, syntax, and structure. The copy editor is usually the last editor that an author will work with. Copy editing focuses intensely on style, content, punctuation, grammar , and consistency of usage. Under these conditions, proofreaders tend to see only what they want to see. Digital[edit] Digital proofreading has taken many forms in recent years, such as assistive software and grammar checking tools that have made locating and correcting errors very convenient for writers of all kinds. These systems are at present unreliable. As well, new cloud computing developments such as Google doc editing services have allowed for real-time editing and proofreading that can be done for clients while they watch the process, thus helping them to improve their writing. Nannetti read over a "limp galleypage", thinks "Proof fever". Proof-editing tends to exist outside of the traditional publishing realm, and usually involves a single stage of editing. It is considered preferable to have separate copy-editing and proofreading stages, so proof-editing is, by definition, a compromise but one that modern professional on-screen proofreaders and copy-editors are increasingly offering in order to meet the demand for flexible proofreading and editing services. An example table of distinctions between different services:

Chapter 4 : How To Avoid Grammar Mistakes By Essay Proofreading

"I wanted to learn proofreading and copy editing as I'm changing my career at the end of the year. I'm going into writing and publishing (both my own and other people's work) as well as teaching creative writing at F.E Institutions.

Contact Author Source When someone asks me for help with editing a book, I ask if they truly want editing or just proofreading. A quizzical look often follows. There is a dramatic difference between the two activities and authors do need both! Proofreading is all about the mechanics. It is entirely possible that a work could pass a proofreading review and completely fail an edit Both activities are ideally done by an outside party. Editing is all about the message. Some of the key areas that editing focuses on are: Is the overall message or story as in the case of fiction clear and obvious? Also, is the text written in a way that can be clearly understood by the target audience? Does every part of the work seem to fit together? Does every segment of the work flow smoothly into the next and ultimately bring the reader to a satisfying end? Will the message be relevant and understandable for the target audience? Is it appropriate for this market? This is especially critical for works written for younger or sensitive audiences. Is the work written in a manner that would resonate with target readers? Does the work "sound" like it was written by the author? An author friend of mine received a nice royalty advance from a publisher to write a book. After the book was written, then came the editing process which was definitely challenging. Since I know the author personally, I could easily see where her work had been severely edited So it was a great learning experience for her. But there does come a point where a work can be over-edited and lose some of its authenticity and appeal. Since the editing process may require rewriting of some passages, proofreading is done in the final stages of manuscript preparation prior to production, whether it is a print or electronic work. Following these standards is usually required for scholarly works. Here are key areas that proofreading addresses: Does the writing contain all the proper punctuation marks Does the writing use generally accepted word constructions for the language? Note that in some cases, particularly for dialogue, improper grammar might be included for effect. Are all words spelled correctly? Are the right words used e. Can the eye easily follow the text? Does the layout of the text, headings, etc. Are footnotes, bibliographies, table of contents and other references in the work formatted to standards? Are they error free, e. As such, they can never be percent accurate every time. However, having a trained eye doing both of these tasks can greatly improve the quality of any written work. Maybe one day robots will be able to do it for us. Any examples used are for illustrative purposes only and do not suggest affiliation or endorsement. No representations or warranties for its contents, either expressed or implied, are offered or allowed and all parties disclaim any implied warranties of merchantability or fitness for your particular purpose. The advice, strategies and recommendations presented herein may not be suitable for you, your situation or business. Consult with a professional adviser where and when appropriate. So by reading and using this information, you accept this risk.

Chapter 5 : Proofreading - Wikipedia

Work From Home Editing and Proofreading Jobs. Content is everywhere. From books to magazines to essays and ads, the written word is used to convey a ton of information every day.

From books to magazines to essays and ads, the written word is used to convey a ton of information every day. As of January , there were million active websites, all of which are filled with content. With so much content being written, it only makes sense that online proofreading and editing jobs have skyrocketed in popularity in recent years too. Proofreading The terms Editing and proofreading are often used interchangeably, but they really are two distinct processes. Editing looks at a document as a whole and checks for flow, clarity, and sentence structure. Proofreading is the final step of reviewing a document and requires reading it word for word to make sure no spelling or grammar errors exist. A good proofreader has an insane eye for detail and can spot spelling errors, typos and any grammatical mistakes a mile away! Who uses proofreaders and editors? Writers, authors, students, professors, businesses, entrepreneurs, bloggers, court reporters â€" just about anyone who has ever written something meant to be read by others may turn to a proofreader and editor to polish their writing. Why use a proofreader or editor? An editor can make suggestions to improve your document and a proofreader will make sure it is error-free. Where can I find online proofreading and editing jobs? With so much content around, there certainly are no shortages of opportunities to become a remote proofreader or editor. If you have experience, check out these 16 companies frequently hire remote workers to edit and proofread a variety of client documents: If you know what makes a piece of writing good and have what it takes to help all writers become their best, you will fit right in as a Kibin Editor. Domainite Domainite frequently hires freelance editors to join their team. If you do well, you may be invited to contract with Domainite and be well on your way to your new career as an editor! This nontraditional online editing job comes with some pretty nice benefits and a team that is super-supportive to boot. If you become a member of the Editors Panel, you may be selected by clients to perform work based on your profile. Wordy It will take you about an hour to sign up as an online Editor at Wordy. You will need to familiarize yourself with the Wordy style guide and take an online test. Wordy works on a crowdsourced platforms where editors have access to open jobs and claim them on a first-come-first-served basis. Gramlee Gramlee is always looking for talented editors to join their team. Clients are promised hour turnaround times for content that is 3, words or less. So there are projects available to edit any time day or night. Scribendi As a telecommuting Editor at Scribendi , you get to choose which projects you want to work on. Editors gain access to free training and are even offered incentive programs on top of regular pay! Scribendi is very supportive of their online editors and provides forums for them to interact and connect with one another. English Trackers English Trackers hires expert academic editors. An academic editor helps students, professors and other academia professionals put their research into words. This position requires a higher level of expertise than a typical editing role would. Sibia Proofreading Have a background in science? Sibia may be a good fit for you. Science experts with strong writing or editing skills are encouraged to apply as are individuals with extensive editing and proofreading experience. To become a Sibia Proofreading Editor , a strong academic background is a must those with a PhD are preferred! Polished Paper Polished Paper offers editing services around the clock, days a year. Pay rates vary based on the turnaround time and number of words to be edited. Remember all those admissions essays you needed to write when applying for college? At Hello Essay you can work when you want as much as you want and get paid pretty well, too! ProofreadingPal ProofreadingPal uses a two-proofreader model to make sure each and every document is carefully checked by not one but two of their professional editors. ProofreadingPal is always accepting applications and actively hires about eight months out of the year! Although there are both onsite and offsite positions, all candidates must first pass an onsite proofreading test at the Publications Professionals office located in Fairfax, Virginia. Wordvice Wordvice specializes in editing services for a variety of documents ranging from academic papers to business

documents. Cactus Communications If you have a medical background, an editor position at Cactus Communications may be a good fit for you! Proofreading Ebooks No matter your skills or background, if you have an eye for detail and a genuine interest in the written word, an online editing or proofreading job is a great and lucrative! Want to get started on the right foot? Check out The Pocket Book of Proofreading which shows you how to start a freelance proofreading business without any experience. For anyone who wants to specifically work with entrepreneurs, writers, content creators, and within the publishing industry, I highly recommend checking out Proofreading Pro by Phon Baillie. This post may contain affiliate links. Please see the disclosure for more information. Ready to finally stop thinking of working from home and actually make progress in your remote job search? Please check your email to confirm your subscription. There was an error submitting your subscription. First Name Email Address We use this field to detect spam bots. If you fill this in, you will be marked as a spammer.

Chapter 6 : Online Editing and Proofreading Jobs

Transcript Proofreading: Theory and Practiceâ„¢ (TPTP) is the first-ever online course designed specifically to train proofreaders. Incredibly thorough, well-planned, and rigorous, the (TPTP) training program will walk you through 9 modules and 60 units of theory, practice, and examinations designed to prepare you for a career as a transcript.

The best way to ensure that your written assignments are as perfect as they can be is to engage our professional academic or scientific essay editing and proofreading services prior to handing in your work. The essay editors and proofreaders at Proof-Reading-Service. Many of them have extensive teaching, grading and examining experience, so they know just what university instructors and professors are looking for in the work that they assign. They can check and correct your grammar, spelling and punctuation; they can make sure that the styles and formats used in your papers conform to the requirements of the assignments; and they can discover and eliminate typing and other simple errors that would compromise otherwise excellent work. Our essay editing and proofreading services can also edit short papers very quickly, easily accommodating tight deadlines, and when time is very limited, our proofreaders can be polishing one assignment while you are drafting the next. Our essay editing and proofreading services will give you more confidence in the work that you submit. A great deal of time, effort and money is required to earn a university education, yet a successful degree depends almost entirely on the grades obtained in course essays and assignments of various kinds, and to achieve excellent grades a student must communicate in language that is precise and correct while observing the required formatting and editorial styles for each assignment. Our essay editing and proofreading services specialise in academic and scientific writing and have the expertise in written English required to check and correct your grammar, punctuation and spelling and ensure that your papers meet the high scholarly standard necessary to earn the highest grades. Working towards a degree at a university tends to involve a significant amount of writing of various kinds: Such writing must obviously include appropriate content according to the nature of the course and the particular assignment, and it must be sophisticated, reflecting the keen observation and penetrating thought of the student. In order to achieve these goals, a student must use language accurately and effectively and apply consistent formatting and editorial styles to each assignment, so careful proofreading and editing are always required to check and polish every piece of work. Thoughtful organised writing that is polished to perfection receives high grades, whereas writing that contains many errors and inconsistencies does not. Unfortunately, in most cases, the writing undertaken for university courses also has to be produced at an extremely rapid rate, and full-time students who are taking several courses at once and sometimes working to make financial ends meet as well often find that there is barely enough time to complete the required assignments. If a student is not a native speaker of English, he or she may face additional challenges, such as completing assignments in the language for the first time, which means that he or she will have to invest a great deal more time in each piece of work than a student who has been writing in English since childhood. All in all, students are often left with very little or no time at all for the proofreading and editing necessary to produce the best work and earn the highest grades, and when language skills are still being learned, effective proofreading may prove impossible. In fact, it can backfire and increase your workload, particularly if you are generous enough to do a great job for your colleagues and end up being in demand just when you need to be working on your own assignments. Furthermore, your fellow students are working at the same level as you are, so while their comments and corrections can be enormously helpful at times, their assistance will be limited by their own writing experience. A university education constitutes an enormous investment in both time and money, so it is vital that you complete successfully the degree that you begin and that the degree that you earn enables and enhances your plans for the future. A university degree can in itself open many doors to employment and research opportunities, but achieving consistently excellent grades in the courses taken to earn that degree can open a good many more doors, often the very ones most desired by those who pursue a postsecondary education. Such top-notch grades are sound evidence of your

learning and communication skills as well as your enduring dedication to excellence even in the face of a heavy workload and tight deadlines, and these are precisely the qualities that many employers and funding bodies are looking for in those whom they hire and support. All our proofreaders are highly qualified native English speakers. The fee is worked out at a flat rate per thousand words, so you know exactly how much the editing will cost in advance.

Chapter 7 : Proofreading Theses and Dissertations

Editing looks at the overall goals of the author's work and evaluates whether the work is in alignment with them. Some of the key areas that editing focuses on are: Clarity.

In a context where work is to be assessed, the University is keen to ensure as far as possible that we have a shared understanding of what proofreading work should entail and the acceptable boundaries to any intervention on a student text. These guidelines are intended for this purpose and relate to the proofreading of any text to be submitted as part of academic course work up to and including PhD dissertation level. The recommendations set out are intended to inform the actions of i students seeking proofreading, ii academic supervisors advising them in this respect, and iii proofreaders advertising their services on campus. All persons listed in the on-line Proofreader registry have signed an agreement to say that they have read these notes and agree to be guided by them. It should be noted, however, that the University cannot further guarantee the competence of proofreaders on the registry, and cannot recommend one proofreader rather than another. Please see notes under the section Final disclaimer for more discussion on respective student and proofreader responsibilities. Glossary of terms Important note: Meanings may therefore differ from common dictionary definitions. Interventions Any comments or suggested changes made by a third party proofreader Formative feedback Feedback from the proofreader that identifies and explains typical errors in the text in ways that help the student improve their own writing and editing skills. The University wishes to encourage this practice. Plagiarism Plagiarism is an academic offence which the University defines as "the misuse of authorship2 for a full explanation, see http: Proofreading improvements to a text that go beyond the guidelines set out here may constitute plagiarism. The University takes this very seriously. Track Changes Track Changes is a facility within the word processing package, Microsoft Word, which allows users to see changes that have been made to an original document. Guidance and policy Please read the glossary of terms before reading on, as the meaning of key words may differ from common dictionary definitions. Checking whether proofreading is appropriate There is no obligation for any student to engage the assistance of a paid proofreader at any stage of study or on any piece of coursework. However, it is acknowledged that certain types of student texts are quite often submitted for proofreading to a third party, and that such assistance is at times actively recommended by supervisors. This is particularly the case for doctoral dissertations which typically aim for publication standard in their presentation. In addition, students whose first language is not English may want to have Masters level projects and dissertations proofread. There are no University regulations forbidding the use of proofreaders for other types of work but please see the note below on consulting supervisors. Consulting relevant supervisors Before engaging the services of a proofreader, students should consult with the relevant course or research supervisor to discuss whether proofreading is required or acceptable for any given item of coursework. Supervisors for their part are asked to bear in mind the potential cost of such services in relation to the text stage when giving such advice. At draft stages in particular, consideration should be given to the other options for writing support and skills development. The Talent Development Centre can provide information on the range of support and guidance available. Proofreaders are asked to provide a range of background information e. Please note therefore that: Proofreaders seeking to advertise with the University should bear in mind that students should be able to approach them in the reasonable expectation that they have the appropriate skills and secure, up-to-date computer software and equipment to perform the task. Students, for their part, should undertake sufficient preliminary discussions to give confidence as far as possible that a potential proofreader is competent to provide the help requested. Planning ahead It is very important that students seeking proofreading begin consultations well in advance of deadlines, and that a clear agreement; be drawn up between student and proofreader covering expectations relating to time and cost as far as these can be estimated. Proofreading can represent a significant cost to a student. It typically takes much longer than student writer expect. This is

because proofreaders must take great care not to alter meaning or add to content in any way see notes on the scope of intervention below. Proofreading can represent quite a lengthy stage in the process of text completion. Experienced proofreaders will be able to advise on a typical turn-around time, but it is wise to begin the process of consulting with your supervisor and contacting potential proofreaders well in advance of sending a text. Written agreements and good communication Discussions and agreement on terms and conditions of paid proofreading typically need to cover the following points: The format - the means by which the work will be delivered to the proofreader and the mode employed by the proofreader for corrections. Communications - the extent of anticipated contact between proofreader and student. Dates and deadlines - The date for delivery of scripts to the proofreader and return of completed corrections and comments to the student. This should allow good time in advance of a deadline for the students to make the suggested corrections and follow up on potential queries. Financial arrangements - fees for the work, arrangements for payment, the date payment is due, and any extra expenses to be borne by the student. Where the fee is agreed as an estimate, the proofreader must advise the student as soon as possible if any significant increase becomes likely once work is underway. Written agreements and good communication Proofreaders and students have equal responsibility for effective communication. While a job is in progress, both parties should have easy means of getting in touch and should keep each other informed as necessary. This is especially important where any aspect of an original agreement changes. Students and proofreaders are advised to keep careful note of all arrangements and an original of all documents submitted for proofreading. All parties have a clear understanding of the work to be undertaken and terms and conditions agreed upon. Proofreading at different work stages To minimise the risk of proofreader interventions adding to or unduly affecting the meaning or content of student work, text should normally be submitted for third-party proofreading at completion stage only. On no account should proofreading be based on initial or fragmentary texts such as outlines or notes to essays, assignments or dissertation chapters. Possible types of proofreading and associated levels of intervention Two types of text intervention need to be distinguished: Final editing Proofreading at this level entails checking for typing mistakes, occasional spelling or punctuation errors; wordprocessing errors such as repeated phrases or omitted lines; inconsistency in layout, formatting, referencing, etc. Prior to submitting work for proofreading, students should have consulted and followed the relevant departmental style guidance on matters such as formatting for headings, paragraphing and quotations etc, and likewise the conventions to be followed for references, bibliographies and footnotes. Accurate referencing is an important skills requirement. Where an entire bibliography is set out inaccurately or inconsistently, proofreaders are recommended to amend a section of it only, as an example for students to follow. Students should then make the necessary remaining changes themselves. Language correction Proofreading at this level extends to errors in grammar, vocabulary, sentence structure and expression. When making corrections of this type, the proofreader should only suggest corrections where the intended meaning is clear to the reader. Where meaning cannot be understood, or where there is there is ambiguity, a note to this effect should be made by the proofreader for the attention of the student. Face-to-face consultation may be useful to negotiate a final correction. In order to advise competently on even basic correction of grammar, vocabulary, punctuation and expression, proofreaders will need to be familiar with the conventions of the discipline in which the student is working. Proofreading should not entail any intervention that would substantially change the content of a piece of work. Rewriting sections where argumentation or logic is faulty. Significantly rearranging paragraphs with the intention of improving structure. Correcting data calculations or factual errors etc Note though, a proofreader may advise the student writer to check possible problems of this type with a relevant supervisor or tutor. Agreeing the scope of work to be undertaken Students should note that the type of proofreading work required will impact on the length of time the work takes and the resulting cost. Note also that students may not always be the best judge of what level of correction is needed to their work, especially when they are writing in a second language. It is therefore a matter that should always be discussed in advance. If in doubt, the course supervisor should be able to advise on the type of corrections - if any - that might be needed.

Setting fees based on a sample of work Proofreaders typically charge by the hour the amount of time taken or by the page the length of text to be proofread. The method of calculating fees should be agreed in advance and at least a parameter of costs agreed upon e. It is good practice - for the purpose of clarifying the work required and the likely fee - for the prospective proofreader to mark up a sample of the student work two or three pages is recommended. It is up to the proofreader whether to require payment for this sample, but either way this should also be agreed in advance. The student writer should take care to offer a representative sample of work i. Formats for comments and corrections There are two main ways of ways of working on a text when proofreading: The onus is on the proofreader working by hand however to ensure that their corrections are legible, and that they employ a consistent system for suggesting changes. Electronically - if the proofreader makes suggested changes electronically, they must use Track Changes rather than direct i. Including formative feedback In addition to text corrections, proofreaders are urged to provide summary feedback in the form of a list of the main or common errors noted, so that the student writer can hopefully progress their future writing as a result of the proofreading process. The student is always ultimately responsible for the work submitted. On receiving work back from a proofreader, students must therefore allow themselves good time to consider each suggested correction very carefully in order to make the final decision themselves on if and how to change the original text. It is very important that the student maintain ownership of corrections, however minor they may be. Keeping work safe Original documents are frequently supplied in electronic form, whether by email, disc or memory stick. It is recommended that: Files supplied by a student should be virus-checked upon receipt. A protocol should be agreed for the renaming of electronic files. Disks should be clearly labelled and dated so that they are easily identifiable. It is the responsibility of both proofreader and student writer to keep copies of software files, queries and correspondence relating to work undertaken. Students should ensure against loss of original material by keeping copies themselves. Likewise, proofreaders should regard student work as confidential and should take precautions to ensure that documents held on behalf of students are kept secure. Acknowledging help For dissertation work, it is common practice for students to provide a foreword to their text, acknowledging and thanking all those who have provided support of whatever nature in the process of research and writing. Students are advised to include the proofreader in this acknowledgement. For term papers, students should state on the cover sheet that work has been proofread. University disclaimer The guidance set out in this document aims to provide students, proofreaders and supervisors with a shared understanding of good, ethical practice in relation to the third-party proofreading of work going on to be assessed. The University does not recommend one proofreader over another, and cannot guarantee the skills of individual proofreaders or the quality of their work. The University only ensures that any proofreader advertising via its web-based Proofreader Directory has confirmed their familiarity with this guidance and agreed to abide by it. Both proofreader and student have responsibilities in the proofreading process as set out in this document. However, it is imperative that both also bear in mind that the final responsibility for any adjustment to a text is borne by the student writer, and that the document will be assessed on this basis - as the work of the student.

Chapter 8 : Editing and proofreading services for students

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Tweet5 6K Shares Proofreading jobs online are a flexible way to supplement your income. Some people are so good at what they do, they can even turn proofreading into a full-time career. This proofreading jobs online guide is meant to help complete beginners jump start their proofreading career the right way. Looking for specific proofreading jobs online? You need to check out Proofreading Pro. In this e-course, Phon shows you how to work specifically with entrepreneurs, writers, and content creators as a proofreader. She also shows you the steps she took to break into the competitive publishing industry and how you can too! What Exactly is Proofreading? Many people confuse the terms proofreading and editing. When editing, you look to make sure content has good flow, conveys the right meaning, and generally reads well. Editing is usually a much more involved process than proofreading. Proofreading is more narrowly focused than editing. When proofreading you want to go over a piece of content with a fine-tooth comb. The main purpose of proofreading is to make sure there are no spelling, grammatical or typographical errors. Too many people rely on spell-checkers and grammar-checkers built into word processing programs like Word. And while these are definitely helpful to give a final once over, they should not be relied on. Check out the screenshot of some sentences I typed up in Word: Can you spot the errors? Do I need an English degree to apply for proofreading jobs online? What you do need to have is the willingness to learn. What else should I have? Generally speaking, proofreaders are detail-oriented people. To be successful as a proofreader, you should also have a strong command of English including grammar, spelling, and syntax. These traditional signs and symbols are used when proofreading a document to indicate what kinds of changes should be made. Other clients may ask that you track changes in Word so they can see the edits you suggest. And while it may sound like a good strategy to go after anything and everything, the truth is, it can actually backfire. As a freelance writer, I always recommend that new writers find their niche. While I primarily make a living as a freelance writer, I take on quite a few proofreading gigs for select clients. Case briefs, memorandums, and other legal documents like demand letters and lease agreements. Because I focus my work on a select group of clients, I can more easily market my services to them because I know exactly who my clients are â€" lawyers, law offices, and corporate legal departments. Aside from making it easier to find proofreading jobs online, picking a niche allows you to easily position yourself as an expert. And once you reach expert status, you can charge much more for your services than if you generalized as a proofreader. I highly recommend checking out the e-course, Proofreading Pro. Phon shows you how to target a specific niche â€" entrepreneurs, publishers, content creators â€" as a new proofreader and how she broke into the industry! Which niche should I choose? She does a lot of proofreading for ecommerce sites.

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If possible, do your editing and proofreading in several short blocks of time. Your concentration may start to wane if you try to proofread the entire text at one time. If you're short on time, you may wish to prioritize.