

The following restrictions apply to editing / proofreading work undertaken on manuscripts that are to be submitted for examination

Proofreading / editing activities		Checked and corrected by the editor	Highlighted by the editor for correction by the student*
Level 1: Proofreading	Typographical errors	✓	
	Spelling	✓	
	Fonts / alignment / line-length	✓	
	Paragraph / pagination	✓	
Level 2: Minor editing	Grammar	✓	
	Inconsistencies in language	✓	
	Clarity		✓
Level 3: Stylistic/structural editing	Repetition		✓
	Logic flow		✓
	Rephrasing	✓	

* Specific queries and advice regarding these types of corrections will be provided by the editor. However, no actual rewriting can be done by the editor on examined texts.

This service is provided to improve the text of your thesis, and responsibility for the final manuscript lies with the student and not with the proofreader/editor.

I understand and agree to the limits described above for editorial work on manuscripts that are to be submitted for examination, and that the editor is not responsible for the outcome of the exam.

This work is undertaken with the knowledge and consent of my supervisor and/or thesis committee.

Student's signature: _____ Date: _____ .