

Permission form to confirm editing¹ services for student texts



Date: _____

Delivery date to editor: _____

Return date to student: _____

Title of text to be edited: _____

Nature of document: _____

Course of study or internship: _____

Degree/diploma level: _____

University/college/institute: _____

Word or page limit? _____

Citation style? _____

English spelling? _____

In addition to the main text, what else will be edited?²

Note: queries only for undergraduate texts

Formatting Figures Tables

References Appendices

Any other material to be checked: _____

Consultation, student queries _____

What type of editing is required?³

Note: flagging only for all undergraduate texts

Flagging Fixing Fixing and flagging

Edits on paper or in track changes?

Note: use track changes for all undergraduate texts

On paper In track changes

Editors may send this form to prospective student-clients and their supervisors or instructors.

Student contact information

Name: _____

Email: _____

Phone: _____

Address: _____

Postal Code: _____

Student's supervisor, instructor, or education coordinator

Name: _____

Email: _____

Phone: _____

Address: _____

Postal Code: _____

Signature of Student: _____

Signature of Instructor or Supervisor: _____

Signature of Editor: _____

¹ This form uses “editing” as tasks defined by Editors Canada *Professional Editorial Standards* (2016). Payment terms are addressed by signing a contract (such as the **Agreement Template for Editing Services**) with the student in addition to this document.

² The editor is never responsible for the accuracy of references or factual information. The student remains responsible for the originality of the work, the factual information, and avoiding plagiarism.

³ “Fixing” refers to straightforward corrections of spelling, grammar, punctuation, and basic vocabulary (i.e., only one correct answer possible). “Flagging” refers to queries regarding nuanced corrections pertaining to register (proper formality and academic style), word choice, clarity, word order, and/or consistency/correctness of layout, where more than one solution is possible.

Copyright © 2018 by the Editors' Association of Canada / Association canadienne des réviseurs.

We acknowledge the SENSE (Society of English-language professionals in the Netherlands) Guidelines for Proofreading Student Work in the preparation of this document. <https://www.sense-online.nl/>