

| Academic Guideline | |
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| Use of Proofreaders for Written Work | |
| 1. Purpose | These guidelines are written to define acceptable use of external proofreaders used for written work at SAE Creative Media Institute.(SAE) |
| 2. Scope | These guidelines apply to all students submitting written work to SAE Creative Media Institute worldwide |
| 3. Associated Policies | <ul style="list-style-type: none"> ● Student Assessment Policy ● Learning and Teaching Policy ● Student Discipline Rule ● Code of Conduct <p>Policies may differ in different regions. Please refer to your local campus for more information.</p> |
| 4. Associated Procedures | <ul style="list-style-type: none"> ● Assessment Guidelines ● Academic Honesty Procedure <p>Procedures may differ in different regions. Please refer to your local campus for more information.</p> |
| 5. Associated Documents | <ul style="list-style-type: none"> ● Assessment Submission Form ● Declaration from Proofreader. |
| 6. Guidelines | <p>Proofreading should be the final stage of producing a piece of academic writing. SAE believes that students should be encouraged to proofread their own work, since this is an essential skill in the academic writing process.</p> <p>In some instances it may be appropriate for some students to seek the help of a third party for proofreading. Such third parties can be professional proofreaders, fellow students, friends or family members.</p> <p>These guidelines sets out guidelines for students, staff and any external proofreaders for all written work.</p> <p>Failure to adhere to these guidelines may incur penalties as outlined in the Academic Honesty Procedure.</p> <p>If you use a third party, you must identify them and have them sign a statement that their contribution was limited to checking for, identifying and suggesting corrections for errors in text. Proofreading is not editing - not checking or amending ideas, arguments or structure - which would amount to plagiarism (presenting the work of others as your own).</p> <p>It is the student's responsibility to provide the proofreader with a copy of these guidelines. The proofreader must sign the statement below and this statement must be handed in with the submission.</p> |

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| | <p>A proofreader may</p> <ul style="list-style-type: none"> ● Identify typographical, spelling and punctuation errors; ● Identify formatting and layout errors and inconsistencies (e.g. page numbers, font size, line spacing, headers and footers); ● Identify grammatical and syntactical errors and anomalies; ● Highlight overly-long or complex sentences or paragraphs, especially where meaning is ambiguous; ● Identify minor formatting errors in referencing (for consistency and order); ● Identify errors in the labelling of diagrams, charts or figures; ● Lexical repetition or omission <p>A proofreader may not</p> <ul style="list-style-type: none"> ● Add to content in any way; ● Check or correct facts, data calculations, formulae or equations; ● Rewrite content where meaning is ambiguous; ● Alter argument or logic where faulty; ● Rearrange or reorder paragraphs to enhance structure or argument; ● Implement or significantly alter a referencing system; ● Re-label diagrams, charts or figures; ● Reduce content so as to comply with a specified word limit; ● Make grammatical, syntactical or stylistic corrections; ● Translate any part of the work into English. <p>Students have overall authorial responsibility for their work and should choose whether they wish to accept the proofreader's advice. Students should note that the use of a proofreader will not be accepted in mitigation of any deficiencies in their work.</p> |
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Administrative Information & Version Control

| Date | Summary of Changes | Approved by |
|-----------------|--------------------|-----------------|
| 15th March 2017 | Initial Version | General Manager |

Proofreader Statement

(adapted from http://www.plagiarism.admin.cam.ac.uk/files/proofreading_2016.pdf)

Proofreading should be the final stage for all submitted work. Students should always proofread their own work but, in some circumstances, are encouraged to use a third party for proofreading. This third party may be professional, a friend/family or a fellow student.

If you use a third party, you must identify them and have them sign a statement that their contribution was limited to checking for, identifying and suggesting corrections for errors in text. Proofreading is not editing - not checking or amending ideas, arguments or structure - which would amount to plagiarism (presenting the work of others as your own).

A proofreader may identify:

- typographical, spelling and punctuation errors;
- formatting and layout errors and inconsistencies (e.g. page numbers, font size, line spacing, headers and footers);
- grammatical and syntactical errors and anomalies;
- overly-long or complex sentences or paragraphs, especially where meaning is ambiguous;
- minor formatting errors in referencing (for consistency and order);
- errors in the labelling of diagrams, charts or figures;
- lexical repetition or omissions.

A proofreader may not:

- Add to content in any way;
- Check or correct facts, data calculations, formulae or equations;
- Rewrite content where meaning is ambiguous;
- Alter argument or logic where faulty;
- Rearrange or reorder paragraphs to enhance structure or argument;
- Implement or significantly alter a referencing system;
- Re-label diagrams, charts or figures;
- Reduce content so as to comply with a specified word limit;
- Make grammatical, syntactical or stylistic corrections;
- Translate any part of the work into English.

Authorial responsibility

Students must take full responsibility for the authorship of the work, whether or not they have accepted the advice of the proofreader

The use of a proofreader will not be accepted in mitigation of any deficiencies in student work.

Proofreader Statement: *I have followed these guidelines in proofreading the attached work*

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| Student Name | | Name of Work | |
| Signed | | Date | |
| Proofreader Name | | Contact Details | |