Proofreading and editing report

Document: Doctoral thesis – Bob Smith
Original file names: Thesis Chapter 1.doc, CHAPTER 2 PART 1 RESULTS.rtf, Chapter 2 Part 2.rtf,
CHAPTER 3.docx,CHAPTRES 4-6.docx, REFERENCES AND ANNEXURES thesis.docx
Saved as: Combined file: Bob Smith Doctoral Thesis EDITED.docx
Date completed: 25 February 2012

I confirm I have checked the document for errors with regard to the following. If any rules have been applied that you are unhappy with, if you have any questions, or if you require further changes, please let me know.

Proofreading report

Element	Confirm	Comment
General checks		
Spelling, grammar and sentence structure	Checked	Significant revisions made. Inconsistency in the capitalisation of aid worker/Aid Worker. This has been standardised to capitalised use: Aid Worker. Inconsistency in spelling of focussed/focused and focussing/focusing. Standardised to focused/focusing. **See also editing report below.**
Punctuation, including consistent use of ellipses, hyphens, en dashes and quotation marks	Checked	Hyphens changed to en dashes where appropriate In referencing, '&' and 'and' are used with no clear indication of style – author must address this when examining referencing (see also editing report below)
US v UK spelling	Checked	Standardised to UK spelling as per regulations
Formatting	Checked	See also editing report below
Tables/figures	Checked	See also editing report below
Captions	Checked	
Latin styling	n/a	
Number formatting	Checked	Currency citing standardised to clarify whether AUD, CAD or US$
Date formatting	Checked	Inconsistency in date formatting – eg 04/04/01 or 4 April 2001. This needs to be standardised.
Time formatting	n/a	
Abbreviation styling	Checked	
Referencing/Bibliography	Checked	Updated to use standard Harvard referencing
Content tables	Checked	Automatic ToC added
Headers and footers	Checked	

Content not in English has not been checked.
Mathematical formulae have not been checked.

Editing report

Summary/Key points

A significant amount of work is needed in terms of the language and structure of the document. Jumps in tone, tense and person are confusing. The arguments are not always clear, and there is insufficient an evidence base at times. There are many formatting and language errors which are the kinds of thing that an external marker may flag as plagiarism.

I have line-edited the thesis and made changes to the language where the meaning is clear. I also have a number of larger editorial points for you to consider as detailed below and as comments throughout the document.

However, I am not able to make any guesses as to intended meaning or significant rewrites, or to action larger editorial changes. The role of this report, and the proofreading service, is to highlight errors rather than to fix them – it's important to keep in line with academic regulations.

Accordingly, where the meaning of a sentence is not clear, it has been marked with 'unclear', 'confusing', 'I'm not sure what you mean' or similar. There are a number of reasons why a sentence, clause or paragraph may be unclear – it might not be a complete grammatical sentence, or might be so long as to be confusing. There are some instances where it looks like two different parts of sentences have been combined to make one sentence which no longer makes sense. This is a very easy mistake to make when you are reviewing your own work, but is also something markers look out for when reviewing documents for plagiarism.

Specific instances have largely been marked as comments in the document, but you also need to comprehensively review the thesis with regards to the following.

Language usage
There is one section in particular that suddenly jumps into the first person (Section x.x.x). There is also a difference in the way sentences are approached – sometimes the heading is almost used as part of the narrative and sometimes it is explained again.

Whilst most of the thesis is academic in language, there are sudden jumps to a more conversational, casual or very subjective tone.

Grammar/language specifics
'Impact between' is a frequently-used phrase within the thesis and it's important to note that it is grammatically incorrect. Something has an impact on something else, or there is a relationship between two things. You cannot have an impact between two things.

Referencing
Your inline referencing isn't consistent with standard Harvard referencing. Some of these have been changed for illustrative purposes but you will need to go through and review all your inline referencing.

Structure
The structure seems to jump around a lot, with many non-sequiturs within a paragraph.

Abstract
I'd suggest you review the abstract after the changes above have been made, to reflect a greater amount of clarity in research methods, reasoning, and findings.

Annexures
The majority of the annexures have been lightly proofread, but are otherwise presumed to be verbatim from the original relevant documents.

Standard disclaimer

The utmost care has been taken to identify errors in this document, with a high level of attention to detail. However it is conceivable that on occasion errors will be missed due to human error. I am not liable for any losses resulting from missed errors, and the ultimate responsibility remains with the creator of the document.

Lizzie Cass-Maran
25/02/2011