

Academic proofreading and copy-editing

This code of practice sets out the ethical guidelines followed by Black Cat Ink when proofreading or copy-editing work that will be submitted for assessment or examination.

These guidelines are based on those suggested by the Chartered Institute of Editing and Proofreading (CIEP) and they apply to editorial work on student coursework, such as

- essays, assignments and presentations
- dissertations and theses

In summary, this means that Black Cat Ink **cannot**

- rewrite text in any way, or
- check facts or data – as the student, this is your responsibility

The following table shows the different levels of proofreading and copy-editing, along with the responsibilities of both the editor and the student.

Proofreading and copy-editing activities		Checked and corrected by the editor	May be highlighted by the editor for you to correct *
Option 1: Basic proofread	Typographical errors	Yes	
	Spelling	Yes	
Option 2: Proofread deluxe (with minor copy-editing)	Grammar	Yes	
	Inconsistencies in language	Yes	
	Clarity		Yes
Option 3: Copy-editing (stylistic/structural)	Repetitions		Yes
	Logic flow		Yes

* Specific queries may be raised by the editor for you to address. However, no actual rewriting can be done by Black Cat Ink on examined texts.

If you sign Black Cat Ink's project brief form or terms and conditions, it is assumed that

- you understand and agree to the limits described here for editorial work on text that will be submitted for examination, and
- your supervisor and/or thesis committee is/are aware that your work will be professionally proofread or copy-edited and has given their consent
- you understand Black Cat Ink is **not** responsible for the result of your examination

Thank you for reading this Code of Practice and good luck with your studies.

Black Cat Ink

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