

Professional Editorial/Proofreading Assistance for Thesis/Dissertation

Name :

Student ID :

Course :

Title of Thesis/Dissertation :

Students seeking professional editorial/proofreading assistance for their thesis write-up are required to follow the guidelines set out by UTM AIS's Research Division:

Candidates must also sign the following declaration and have it signed by their supervisor and the editor doing the work.

Declaration

The requirements for using professional editorial assistance has been discussed with the principal supervisor beforehand.

The professional editor provided advice on grammar and sentence structure, gave exemplars only and did not undertake a structural re-write themselves.

Material for editing or proofreading was submitted in hard copy, or where an electronic copy was submitted to the editor, their mark-up was done using Track Changes and the file returned in a locked PDF format only.

The name of the editor and a brief description of the service rendered, in terms of National Translation Institute of Malaysia Standards for Editing Practice, has been included as part of the list of acknowledgements or other prefatory matter. Where the professional editor's current or former area of academic specialisation is similar to that of the candidate, this too has been noted in the prefatory matter of the thesis.

Acknowledged by:

Candidate's Name:

I declare that I have complied with the above conditions:

Signed

Date

Editor's name:

I declare that I have edited/proofread this thesis in compliance with the above conditions, as requested by the candidate.

The documents submitted by the student for proofreading or editing purposes remain the sole and exclusive intellectual property of the student.

Signed

Date

Supervisor's Name:

Signed

Date