

**Ilsa Sharp**—Ilsa Sharp Editorial Services  
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For the student/PhD Candidate

### **YOUR EDITOR REQUESTS THE FOLLOWING—**

- Please supply:

**Your name, phone & email contacts**

**Your supervisor's name, phone and email contacts**

**The name of the University and Department that you are attached to**

**The level of your study** (undergrad/post grad, Masters, PhD etc).

**A sample chapter of your thesis/dissertation and a list of Contents or Chapters, so that the editor can assess it for time and costs; even a rough draft would be helpful.**

1. What is the topic of your thesis?
2. How many words long is your thesis likely to be?
3. By what date does the editing have to be ready, and on what date do you finally have to submit your thesis to your supervisor(s)?
4. What date do you expect to deliver the thesis to the editor? Or do you want to send it to the editor in parts, e.g. chapter by chapter?
5. Is your supervisor involved in the editing process and willing to see the marked-up edit of the thesis as well as copied email from the editor where appropriate?
6. Who is paying the editing fees: you, or the university?
7. Do you have a budget or an expectation of how much you want to pay for the edit?
8. What are the main aspects of your thesis that you think may need editing? English language; formatting and appearance/presentation? Are you also looking for structural editing? Or is the job just proofreading?
9. Do you want your References & Citations/Bibliography to be edited? Do you know which referencing system you are expected to follow? (Vancouver, Chicago etc).
10. Does your university require your thesis to conform to a specific style guide or style manual? If so, the editor would like to see that guide please.
11. Do you and your university accept electronic editing by computer/email in Microsoft Word's Track Changes mode? Or do you require hand-editing on a hard-copy document?
12. Will you and your supervisor ensure that the editor is credited by name in the Acknowledgements in the thesis document as submitted to the examiners?