

# Permission Form to Confirm Editing<sup>1</sup> Services for Student Texts



Date: \_\_\_\_\_

Delivery date to editor: \_\_\_\_\_

Return date to student: \_\_\_\_\_

Title of text to be edited: \_\_\_\_\_

Nature of document: \_\_\_\_\_

Course of study or internship: \_\_\_\_\_

Degree/diploma level: \_\_\_\_\_

University/college/institute: \_\_\_\_\_

Word or page limit: \_\_\_\_\_

Citation style: \_\_\_\_\_

English spelling (If no, list preference): \_\_\_\_\_

## In addition to the main text, what else will be edited?<sup>2</sup>

*Note: queries only for undergraduate texts*

Formatting  Figures  Tables

References  Appendices

Any other material to be checked: \_\_\_\_\_

Consultation, student queries \_\_\_\_\_

## What type of editing is required?<sup>3</sup>

*Note: flagging only for all undergraduate texts*

Flagging  Fixing  Fixing and flagging

## Edits on paper or in track changes?

*Note: use track changes for all undergraduate texts*

On paper  In track changes

*Editors may send this form to prospective student-clients and their supervisors or instructors.*

## Student contact information

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

## Student's supervisor, instructor, or education coordinator

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of Instructor or Supervisor: \_\_\_\_\_

Signature of Editor: \_\_\_\_\_

<sup>1</sup> This form uses “editing” as tasks defined by Editors Canada *Professional Editorial Standards 2024*. Payment terms are addressed by signing a contract (such as the **Agreement Template for Editing Services**) with the student in addition to this document.

<sup>2</sup> The editor is never responsible for the accuracy of references or factual information. The student remains responsible for the originality of the work, the factual information, and avoiding plagiarism.

<sup>3</sup> “Fixing” refers to straightforward corrections of spelling, grammar, punctuation, and basic vocabulary (i.e., only one correct answer possible). “Flagging” refers to queries regarding nuanced corrections pertaining to register (proper formality and academic style), word choice, clarity, word order, and/or consistency/correctness of layout, where more than one solution is possible.

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We acknowledge the SENSE (Society of English-language professionals in the Netherlands) Guidelines for Proofreading Student Texts in the preparation of this document. <https://www.sense-online.nl/>