

Guidelines for Instructors on the Use of an Editor for Student Work

The Policy on Academic Integrity (PAI) specifies that use of an editor for student work is prohibited unless the instructor grants explicit written authorization, either in a course outline or some other form. The PAI defines an editor as an individual or service, other than the instructor or supervisory committee, who manipulates, revises corrects, or alters a student's work. Editors may be paid or unpaid. The PAI applies to both undergraduate and graduate students. The PAI statements regarding editing do not apply to review by fellow students or tutoring, both of which are usually permitted by instructors.

To ensure consistency with their programs' learning outcomes, a unit may choose to establish a policy specifying the extent of editing that is authorized in its courses. If their unit has such a policy, instructors must apply it when authorizing students' use of an editor.

Extent of Editing

The Policy on Academic Integrity applies to all types of student work, both written and non-written. In granting authorization to students to use an editor for any type of work, instructors must specify the extent of editing that is being permitted.

Written Work

In the case of written work, the following list specifies three types of editing:

1. Proof-reading: reviewing work for accuracy of inputting; adherence to a specified design; mechanical or typographical errors in text or formatting; identifying inconsistencies in elements (e.g. headings); and identifying errors in spelling, punctuation and visual elements.
2. Copy editing: editing work for grammar, spelling, punctuation, usage and other mechanics of style; reviewing work for consistency of mechanics and internal consistency of facts; indicating the hierarchy of headings and placement of art; identifying citation errors; editing captions and credit lines; and editing front matter.
3. Stylistic editing: clarifying meaning; polishing language; querying confusing sentence structures; identifying wrong word choices and ambiguous passages; checking tables, figures and visual materials for clarity; identifying faulty connections and transitions; and/or identifying jargon, redundancies and verbosity.

Non-Written Work

Examples of non-written work include, but are not limited to, laboratory work, computer work, computer code, musical or art works, and audiovisual or recorded presentations.

Additional Resources

Centre for Academic Communication - <http://www.uvic.ca/learningandteaching/home/home/centre/>
Editors' Association of Canada's Guidelines for Ethical Editing of Theses/Dissertations - http://www.editors.ca/files/public/Guidelines_Editing_Theses_2012-06-02_APPROVED.pdf