



How to access proof reading support:

- If you are undergoing an assessment of your academic needs, the Advisor you meet with will discuss the need for proof reading. Funding for proof reading support will be requested if appropriate. If funding is appropriate and has been authorised, you should **contact the Advisor to be matched with a proof reader. You should do this 2 weeks before your first deadline (or 4 weeks before in the case of dissertations)**. A proof reader will then contact you at your **University email address only**.
- For all subsequent assignments, you must contact the proof reader directly, as soon as you know your deadlines, so that a schedule of work can be agreed.
- You will need to tell the proof reader if you have a Learning Profile adjustment for extensions to allow your work to be proof read. Please make clear to the proof reader whether you have given the proof reader the original hand in date OR the hand in date with the extension added on.
- The accepted formats for files are **Microsoft Word (.doc)**. Please send your documents in this format to the proof reader. You should check your email regularly and ensure that there is enough space to receive large documents.

What the proof reader does and does not do:

- The proof reader should acknowledge receipt of the work by emailing you to say they have received it. Proof readers will not turn work around without adequate notice; all deadlines need to be negotiated and agreed in advance.
- **The proof reader will proof read your work using the 'track changes' option in 'Word' documents.** You must check all of the tracked changes when you receive your work back from the proof reader. Please ask your Advisor for advice on using track changes.
- The proof reader returns **only the proof read copy of your work back to you with all changes recorded and tracked (see above)**.
- The role of the proof reader is to ensure that the work is coherent and contains correct **spelling, grammar, punctuation, layout and style**, while making as little impact as possible on the content and meaning of the work. You should take care when accepting changes and should ensure that the text still reads as you intended.
- The proof reader will not edit your work or alter the structure, although they may indicate that something does not appear to make sense.
- The proof reader will check the bibliography /reference section for alphabetical order and consistency of spellings between the bibliography and the references. However, the format of the bibliography is the student's responsibility and the student should check with their subject area what format is to be used.

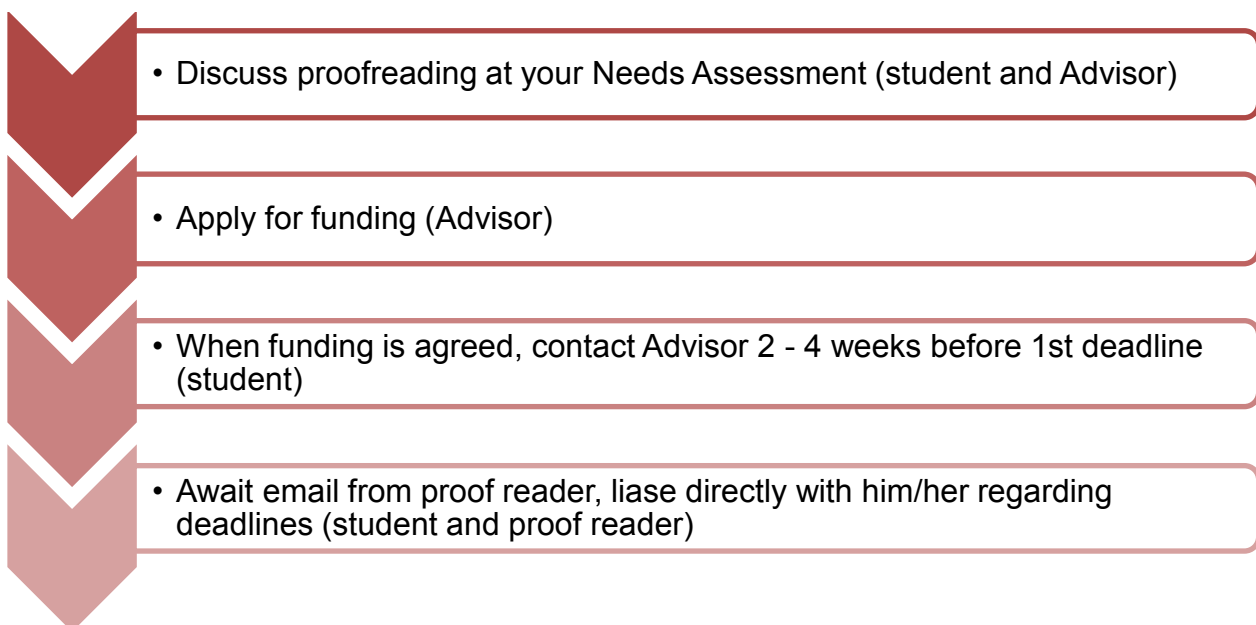
- Proof readers will work only on your final draft. So, be sure to wait until you are satisfied with your draft before sending it. Any changes made to the text after it has been returned by the proof reader are not the proof reader's responsibility.
- Students with dissertations to be proofread should agree with their proofreader whether the work should be submitted in its entirety, or a chapter at a time, as each section is completed.

What to do when you receive your document back from the proof reader:

- You **must acknowledge receipt** of the work by emailing the proof reader.
- You must reply to the pay claim email from the Student Disability Service as soon as possible to ensure that the proof reader is paid for the work.
- Check through the documents and decide if you wish to accept or reject the suggested changes, and consider any comments made by the proof reader. **The student must check the returned versions.**
- Complete the final edit of your work before submitting it.

Important notes:

1. **Student Awards Agency Scotland (SAAS) students must apply for Disabled Students Allowance (DSA) funding each summer. All funded students (SAAS / Student Finance England / Other) must make an appointment with an Advisor to be re-matched with a proof reader at the beginning of each academic year.**
2. **If you contact your proof reader regarding work to be checked, but then do not submit the work, the proof reader will charge admin time appropriately.**



For further information or to request this information in an alternative format please contact:

Student Disability Service
 The University of Edinburgh
 Third Floor, The Main Library Building,
 George Square, Edinburgh EH8 9LJ
 Tel: 0131 650 6828

www.ed.ac.uk/student-disability-service
disability.service@ed.ac.uk

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 Mainstreaming equality.**