

SUSTEP Writing Center Guidelines

1. Submission outline

- Work to be proof read must be submitted in person at the SUSTEP office or via email at edlwrc@gmail.com
- All work to be proofread must be submitted in **A4** format and **Double-spaced**
- You must submit a completed '**Proof Reading Request Form**' below with your work to be proof read
- Please **submit your work ahead of time NOT AT THE LAST MINUTE!**
- Proof reading priorities have been set by the department and lower priority work may be set aside in favour of higher priority work which must be completed first
- E- editing is preferred.
- Proof reading will not correct academic mistakes or incorrect statements.
- You will be contacted by email when your work is ready to be collected from A503-2

2. Submission advice

- Please do not submit work that contains **excessive copy and paste** material or work that has not been properly referenced
- Proof readers are native English speakers and can guess when material has been copied
- The author and their **supervisor** will be contacted in order to revise and resubmit the work
- Please do not use **Google translate** or other translation software without correcting this English before submission
- Consultation for feedback and/or help with writing is available depending on the workload of the writing centre staff **however** the author must do all of the work **and**
- The author must make a reasonable effort to write their paper in English

If you have any questions or don't understand the corrections that were made to your work please contact the SUSTEP office by email

I am here to help you and am happy to help you at any time.

Proofreading Request Form

Please fill out the form and submit to the Writing Centre, attaching the document/material for proofreading.

Name:	
Student ID:	
E-mail:	
Tel:	
Type of document: <u>Please circle one of the following categories:</u>	1) Class report 2) Research paper 3) Thesis 4) Abstract 5) Internship report 6) Power Point/Poster 7) Others
	Title and purpose of document:
Number of pages:	A4 (font size12, double spaced)
When is the paper required by?	
Consultation Required (for feedback or help)	Yes No
Signature (from academic advisor or class instructor)	

To be filled in by Proofreader

Submission date:	
Proofreader:	
Returned date:	

***Note: Papers will only be returned to the author of the paper or their supervisor**