

# Editor Listing For Graduate Students

2025



**Queen's**  
UNIVERSITY

**GRADUATE STUDIES AND  
POSTDOCTORAL AFFAIRS**

# Editor Listing for Graduate Students

This document has been prepared to support Queen's graduate students in identifying and accessing editors for their academic work. In this document, you will find the following:

- **Listing of Editors:** description of editors' backgrounds, expertise, rate information, and contact information
- **Editing checklist:** a list of editing activities to help students work with editors and negotiate the editing process
- **Supervisory Permission Form:** a form which students may use to notify their graduate supervisor that they are engaging with an editor on their academic work
- **Guidelines for Ethical Editing of Theses/Dissertations:** a guideline document prepared by the Editors' Association of Canada.

It is recommended that graduate students read the editing checklist, supervisory permission form, and guidelines for ethical editing of theses/dissertations carefully prior to engaging editing services. It is expected that editors will perform copy editing and nothing more extensive (e.g., re-writing) to maintain the integrity of students' academic work. Information on Academic Integrity can be found on both the [Queen's Academic Integrity website](#) and the [Student Academic Success Services website](#).

This listing of editors does not represent endorsement or recommendation of any editor. The editors listed in this document are not employees of Queen's University. Editors are free to decline work at their will. All transactions related to editing services are between the student and the editor. This listing will be updated yearly.

## Feedback

If you have feedback related to your experience with editors listed in this document, you may share it with us by emailing: [sgspa.admin@queensu.ca](mailto:sgspa.admin@queensu.ca) and using the subject line: **Editor Listing Feedback**

## Editor Listing

Editor Name/ Company Name	
Barbara Muirhead	
Contact Information	<a href="mailto:barmuirhead@gmail.com">barmuirhead@gmail.com</a> 613-888-0076
<p><b>Editor Background</b></p> <p>I have an Honours B.A. Major Political Studies, Minor English, a Bachelor of Education and Master of Environmental Studies. My editorial experience has been in both academic and education publishing.</p> <p>Examples of academic editorial projects:</p> <p><i>Faculty of Environmental Studies, York University/Department of Urban and Regional Planning, University of Nairobi</i> Social Policy and Urban Poverty</p> <p><i>Premier's Council on Health, Well Being, and Social Development</i> Physical Space and Children's Development</p> <p><i>Canada Mortgage and Housing Corporation</i> Women's Housing Directory (Canadian) International Federation for Advanced Studies and Faculty of Environmental Studies, York University</p> <p><i>Gender and Natural Resource Management in Development Projects</i> International Development Research Centre (IDRC), Middle East and North Africa Regional Office, Cairo, Egypt. Series of nine "Knowledge maps" for African countries for the Regional Water Demand Initiative</p> <p>Examples of Educational publishing projects:</p> <p><i>Emond Montgomery Publications</i> Senior Geography/Environmental Management resource Harcourt, Brace, Jovanovich English and Social science resources</p> <p><i>Oxford University Press</i> Social Sciences</p> <p><i>Prentice-Hall/Ginn Publishing Company</i> Canadian geography, Canadian history and Language Arts resource materials</p>	

### **Discipline Specializations & Background**

My experience is in the humanities, particularly the social sciences, English and Environmental studies, History and Geography.

### **Reference Styles**

- ☒ APA
- ☒ MLA
- ☒ Oxford
- ☒ Harvard
- ☒ Chicago

### **Rate Information**

*Hourly Rate:* \$35 per hour

*Page Rate:* Ranging from difficult to easy: Stylistic: 1 – 3 pages per hour

Copy edit: 2 – 7 pages per hour

Proofread: 4 – 9 pages per hour

(250 words per page)

### **Services Offered**

- ☒ Stylistic Editing (clarifying meaning, improve flow, and smooth language)
- ☒ Proofreading (correct typographical errors, reference style editing, etc.)

### **Timelines**

Minimum turnaround time 48 hours. (24 pages per day)



<b>Editor Name/ Company Name</b>	<b>Brenda Adams Adams &amp; Company Communications Inc.</b>
<b>Contact Information</b>	<a href="mailto:brenda@adamsandco.ca">brenda@adamsandco.ca</a>   613-612-3372
<b>Editor Background</b> Do you need an editor to ensure your text is clear and well written, with no embarrassing errors? Whether you want to polish your thesis or improve the chance that your article will be accepted by an academic journal, I can help. I am a member of the Editors' Association of Canada and have been a full-time editor since 2005. I have edited a wide variety of content, from research articles and book chapters to grant applications and dissertations. My clients come to me to ensure their content is not only correct, but also clear and effective. It's about making sure that what you have written accomplishes your objectives.	
<b>Discipline Specializations &amp; Background</b> I have significant experience in education, engineering (mainly civil), pharmaceuticals, medicine, health care, finance, and business. My services include fact-checking and ensuring your references (e.g., APA style) are complete and correct.	
<b>Reference Styles</b> <input checked="" type="checkbox"/> APA <input checked="" type="checkbox"/> Chicago	
<b>Rate Information</b> <i>Hourly rate:</i> \$55 for students, \$65 for faculty <i>Page rate:</i> N/A <i>Other rate information:</i> Estimates are based on word counts only. My hourly rate assumes an editing speed of 1,100 words per hour. Thus, an 8,000-word document would require approximately 7 hours.  Special Rate for Students <input checked="" type="checkbox"/> Pro-rate for large/bulk submissions (e.g., thesis) <input checked="" type="checkbox"/> -NO	
<b>Services Offered</b> <input checked="" type="checkbox"/> Stylistic editing (clarifying meaning, improve flow, and smooth language) <input checked="" type="checkbox"/> Proofreading (correct typographical errors, reference style editing, etc.)	
<b>Timelines</b> Some notice is required. Short documents (e.g., 5,000 words) can usually be turned around within a few days. Long documents (10,000+) require advance notice of at least a week.	

<b>Editor Name/ Company Name</b>	<b>Claire Hooker Seven Crows Academic Editing</b>
<b>Contact Information</b>	<a href="mailto:claire@sevincrowseediting.com">claire@sevincrowseediting.com</a> <a href="http://www.sevincrowseediting.com/">http://www.sevincrowseediting.com/</a>
<p><b>Editor Background</b></p> <p>I'm a member of Editors Canada and was formerly manager at Queen's University's Student Academic Success Services (SASS), where I hired, supervised and trained the professional writing consultants and wrote or edited online writing and academic skills resources, among other responsibilities. I have 14 years of experience in editing and teaching academic writing skills, acquired mostly while working at Queen's and for Seven Crows Academic Editing, but I've also worked at other Ontario universities and colleges and in public schools. For two years early in my career, I edited government documents under the mentorship of senior editors and speechwriters. I recently taught WRIT 265 (Editing in Academic and Professional Contexts) as an adjunct instructor at Queen's. For the last several years, I've run Seven Crows out of Ottawa, but I still coach online for SASS as a part-time professional writing consultant because I love working with students.</p> <p>As an editor, I respect writers' authorial voices while helping them follow Canadian academic writing conventions and communicate their research clearly. I'm careful, ethical, and collaborative. My training and experience help me understand how past experiences with writing, and current academic habits and mindsets, can affect a person's academic writing efforts. I want to help my clients succeed because I believe scholarship—communicated effectively—can make the world a better place.</p> <p>I work respectfully and enthusiastically with clients of diverse identities, and I am experienced in working with writers who have English as an additional language.</p>	
<p><b>Discipline Specializations &amp; Background</b></p> <p>I have a BEd, a BA (Hons) and MA in English literature, and about half of a PhD in Education (Queen's) in bullying and teaching ethical leadership.</p> <p>In addition to editing research papers, dissertations, grant applications, and career documents, I coach academic writers online to develop their writing skills, habits and confidence.</p> <p>My clients are PhD students and professional academics at universities or in the federal government; their research is in economics, engineering, health sciences, art history, geography, cultural studies and other disciplines.</p> <p>I work in Word, LaTeX (Overleaf) and Pressbooks.</p>	
<p><b>Reference Styles</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> APA</li> <li><input checked="" type="checkbox"/> MLA</li> <li><input checked="" type="checkbox"/> Chicago</li> <li><input checked="" type="checkbox"/> Other style guides as needed</li> </ul>	

**Rate Information**

*Hourly Rate:* Dependent upon client requirements; please email to inquire.

*Page Rate:* n/a

*Other rate information:* I ask for a sample of the document to be edited before offering an estimate of timelines and cost.

Special Rate for Students ☒–YES

Pro-rate for large/bulk submissions (e.g., thesis) ☒–NO

**Services Offered**

- stylistic editing and feedback on clarity and concision
- copy editing for correct spelling, grammar, punctuation and syntax
- proofreading to catch and correct minor typographical and formatting errors
- coaching for writing skills, habits and confidence

**Timelines**

Please book with me as early as you reasonably can; some points in the year can be very busy. Time required for editing varies with the quality, length and density of the writing and with the writer's editing preferences.

<b>Editor Name/ Company Name</b>	Danielle LaPointe-McEwan, PhD, BEd (OCT), Professional Editing Standards Certificate
<b>Contact Information</b>	<a href="mailto:d.lapointemcewan@queensu.ca">d.lapointemcewan@queensu.ca</a>
<b>Editor Background:</b>  <p>I am an adjunct professor in Education, published author, course writer, and K-12 teacher with 25 years of experience. I am passionate about helping students and professionals find their unique voices, organize and communicate their thinking, and create polished writing.</p> <p>As an editor, my approach is collaborative, iterative, and improvement-oriented. I provide a complimentary consultation at the start of each job to clarify editing goals, guidelines, and timelines. Throughout the editing process, I prioritize positive, constructive feedback to enhance current and future writing. In addition, I have significant experience supporting diverse educational backgrounds, learning needs, and writing contexts. Overall, I am highly professional, reliable, responsive, client-centred, and committed to excellent service and others' success.</p> <p><u>My editing services include:</u></p> <ul style="list-style-type: none"> <li>-theses and PhD dissertations</li> <li>-research and term papers</li> <li>-capstone projects</li> <li>-proposals</li> <li>-journal and professional articles</li> <li>-assignments (e.g., essays, reports, literature reviews)</li> <li>-curriculum (e.g., online course content, training materials)</li> <li>-professional documents (e.g., cover letters, CVs, dossiers, personal statements)</li> <li>-marketing content (e.g., website copy, promotional materials, blogs)</li> </ul>	
<b>Discipline Specializations &amp; Background</b> <i>(optional; up to 100 words):</i> Education, Psychology, Business	
<b>Reference Styles</b>  <input checked="" type="checkbox"/> APA	
<b>Rate Information</b> <i>Hourly Rate:</i> \$45-50 + 13% HST <i>Page Rate:</i> Varies based on type of editing required and content (avg. 1200 words/hr) <i>Other rate information:</i> Rates determined after initial consultation	



Special Rate for Students <input checked="" type="checkbox"/>
Pro-rate for large/bulk submissions (e.g., thesis) <input checked="" type="checkbox"/>
<b>Services Offered</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Stylistic Editing (clarifying meaning, improve flow, and smooth language)</li> <li><input checked="" type="checkbox"/> Proofreading (correct typographical errors, reference style editing, etc.)</li> </ul>
<b>Timelines (<i>optional, provide typical turnaround times for editing services; 100 words</i>)</b> <p>Timelines depend on the editing services required. Please book as early as possible; rush jobs can be accommodated at a premium.</p> <p><u>Approximate turnaround times are:</u></p> <p><b>&lt;2500 words</b> 1-2 days</p> <p><b>2501-7500 words</b> 3-6 days</p> <p><b>&gt;7500 words</b> 7+ days</p>

<b>Editor Name/ Company Name</b>		Emily Anglin
<b>Contact Information</b>		emilyeanglin@gmail.com
<p><b>Editor Background</b></p> <p>Emily Anglin has over 15 years of experience as an editor of academic writing. She has served as an editor for multiple academic books and articles and has extensive experience editing graduate theses, research proposals, and grant applications. She has served as an editor for a Queen's graduate journal of visual culture, for a Kingston Art Gallery, and for researchers in the Social Sciences at York University during her time as a research officer there.</p> <p>She currently works as a freelance editor specializing in writing and research in the Humanities, Social Sciences, Fine Arts, Architecture, interdisciplinary projects, and Creative Writing. She also works as a writing instructor at the University of Toronto in the Engineering Communication Program, where she supports students with their writing. She is currently the copyeditor for a York University-based interdisciplinary academic journal on political theory. She is a published author of short fiction and a novella as well as a number of research articles in the field of early modern English Literature.</p> <p>She holds a PhD in English from Queen's University and a M.A. in Creative Writing from Concordia University.</p>		
<p><b>Discipline Specializations &amp; Background</b></p> <p>Humanities, Social Sciences, Cultural Studies, Fine Arts, Architecture, Creative Writing, and interdisciplinary projects.</p> <p>Emily has edited books, articles, theses and other projects in the areas of literary criticism, cultural studies, fine arts, architecture, sociology, sound studies, political theory, and gender studies, among other fields. She also has familiarity with work in Science and Engineering through her work as a writing instructor and tutor for Engineering students at the University of Toronto.</p>		
<p><b>Reference Styles</b></p> <p> <input checked="" type="checkbox"/> MLA  <input checked="" type="checkbox"/> Oxford  <input checked="" type="checkbox"/> Harvard  <input checked="" type="checkbox"/> Chicago         </p>		

**Rate Information**

*Hourly Rate: \$70/hour*

*Page Rate: 6 pages/hr*

*Other rate information:* Open to negotiating based on need, discipline, size of project, and other factors.

Special Rate for Students ☒

Pro-rate for large/bulk submissions (e.g., thesis) ☒

**Services Offered**

☒ Stylistic Editing (clarifying meaning, improve flow, and smooth language)

☒ –NO Proofreading (correct typographical errors, reference style editing, etc.)

**Timelines**

Emily is happy to work with clients to agree on a timeframe that meets the needs of the project.

<b>Editor Name/ Company Name</b>		Greg Hicks	
<b>Contact Information</b>		<a href="mailto:8gah@queensu.ca">8gah@queensu.ca</a> (613) 539-3012	
<b>Editor Background</b> I have a graduate diploma in technical writing and editing and have worked for 6+ years as an academic writing consultant. I have edited successful publications in a diverse range of fields including molecular biology, economics and human geography.  I am experienced in helping international researchers adapt their language and style to the expectations of North American academic conventions.  I am also proficient in LaTeX and can edit directly in that format if needed.			
<b>Discipline Specializations &amp; Background</b> I have a BSc. and MSc. in biochemistry and have published my own works in that field. I will also have completed a Professional Master's of Education by the end of Fall 2024. Additionally, I have 4 years of experience working in clinical and cancer research. Although I am specialized in life and health sciences, I am comfortable providing stylistic and copy edits in any academic field. I frequently edit works in fields including Classics, Education, Rehabilitation Studies, Economics, and Nursing.			
<b>Reference Styles</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> APA</li> <li><input checked="" type="checkbox"/> MLA</li> <li><input checked="" type="checkbox"/> Oxford</li> <li><input checked="" type="checkbox"/> Harvard</li> <li><input checked="" type="checkbox"/> Chicago</li> <li><input checked="" type="checkbox"/> Other, please specify: Nature, Science and other styles commonly used</li> </ul>			
<b>Rate Information</b> <i>Hourly Rate:</i> \$40 <i>Other rate information:</i> Students receive a \$5/hour discount  Special Rate for Students <input checked="" type="checkbox"/> Pro-rate for large/bulk submissions (e.g., thesis) <input checked="" type="checkbox"/>			
<b>Services Offered</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Stylistic Editing (clarifying meaning, improve flow, and smooth language)</li> <li><input checked="" type="checkbox"/> Proofreading (correct typographical errors, reference style editing, etc.)</li> <li><input checked="" type="checkbox"/> Coaching (skills development, project planning, accountability check-ins)</li> </ul>			

**Timelines**

For a typical job, I can guarantee a 2 day max turnaround for a 10-page document. Typically, I will ask to see a sample page and then offer a more definite quote. Same-day or rush jobs can be discussed, but at a premium.

<b>Editor Name/ Company Name</b>		Hannah Mclean Skrynsky	
<b>Contact Information</b>		<a href="mailto:h.skrynsky@queensu.ca">h.skrynsky@queensu.ca</a> ; 204 430-1460	
<b>Editor Background</b> In addition to five years of TA work for both English and Writing courses, I have worked as a writing consultant for the Writing Centre at SASS for the past two years. Working in these roles has taught me how to approach specific students' learning needs regardless of disciplinary background or postsecondary experience.			
<b>Discipline Specializations &amp; Background</b> I am currently a fourth-year PhD candidate in the Department of English. My research focuses on Indigenous literatures and Canadian works of fiction, so I feel comfortable discussing and engaging with related areas of study, including other Humanities disciplines such as Cultural Studies and History. I also have guest-lectured for courses in the Department of Languages, Literatures, and Cultures, and continue to TA for various WRIT courses, developing my writing-centred pedagogy.			
<b>Reference Styles</b> <div> <input checked="" type="checkbox"/> APA           <input checked="" type="checkbox"/> MLA         </div>			
<b>Rate Information</b> <i>Hourly Rate:</i> 40/hr <i>Page Rate:</i> 6-9 pages per hour <i>Other rate information:</i> <div>           Special Rate for Students <input checked="" type="checkbox"/> 35/hr            Pro-rate for large/bulk submissions (e.g., thesis) <input checked="" type="checkbox"/> 35/hr         </div>			
<b>Services Offered</b> <div> <input checked="" type="checkbox"/> Stylistic Editing (clarifying meaning, improve flow, and smooth language)  <input checked="" type="checkbox"/> Proofreading (correct typographical errors, reference style editing, etc.)         </div>			
<b>Timelines:</b> Typical turnaround time for average submission (5-15 pages): 48 hrs, up to 72 hrs. Typical turnaround time for larger submissions such as theses: 10 days, up to 14 days. Turnaround times are negotiable, depending on client's timeline and my availability. I'm always happy to discuss details prior to services rendered.			



Editor Name/ Company Name	Letitia Henville, PhD Writing Short is Hard ( <a href="http://shortishard.com">shortishard.com</a> )
<b>Contact Information</b>	<a href="mailto:letitia@shortishard.com">letitia@shortishard.com</a> <a href="http://shortishard.com/contact/">shortishard.com/contact/</a> Twitter: <a href="https://twitter.com/shortishard">@shortishard</a>
<b>Editor Background</b> <p>I help researchers articulate their skills, experiences, and plans to the right audience in the right genre. With a PhD in English Literature, experience reviewing arts &amp; culture grants for the Vancouver Foundation, and success in editing \$5M+ of research funding proposals, I specialize in editing grant applications, journal articles, book chapters, monographs, and promotion and tenure dossiers.</p> <p>I bring expertise in stylistic and structural editing, including shaving down the word count in too-long manuscripts. By shifting words within sentences and sentences within paragraphs, I can enable your writing to hit its most emphatic points in the most strategically important parts of your document.</p> <p>If you're looking for an editor to fix your punctuation or format your list of works cited, I'm not the right person for you. If you want someone to help you make your work as clear and compelling as possible—if you want to be read, understood, cited, and acted upon—please be in touch.</p> <p>You can learn more about my evidence-based approach to academic editing in my advice column, Ask Dr. Editor, which is published each month in <i>University Affairs</i>: <a href="http://universityaffairs.ca/career-advice/ask-dr-editor">universityaffairs.ca/career-advice/ask-dr-editor</a></p> <p>To receive my (irregularly published) newsletter on high-quality, high-impact academic writing, please join The Shortlist: <a href="http://shortishard.com/the-shortlist">shortishard.com/the-shortlist</a></p>	
<b>Discipline Specializations &amp; Background</b> <p>Background: PhD, 19<sup>th</sup> Century poetry, University of Toronto (2015); winner, Claudette Upton Scholarship, Editors Canada (2018) &amp; President's Award for Volunteer Service (2020)</p> <p>Discipline specializations: health sciences, social sciences, humanities and education</p>	

**Reference Styles**

- ☒ APA
- ☒ MLA

**Rate Information**

*Hourly Rate:* \$95/hr + GST

**Services Offered**

- ☒ Stylistic Editing (clarifying meaning, improve flow, and smooth language)
- ☒ Structural Editing (assessing and shaping materials to improve organization and message for a particular audience in a particular genre)

**Timelines**

My schedule is usually booked 2-3 months in advance—often longer, when it comes to deadlines for CIHR Project Grants and for SSHRC IG, IDG, PG and PDG applications. Please be in touch schedule your project, and we can create a contract that specifies when you'll have your draft ready and when I'll return the edited version to you.

## Editor Listing

<b>Editor Name/ Company Name</b>	Joel Akumiah
<b>Contact Information</b>	nene.joetee@gmail.com Hope Road, Manchester, M14 5ET, United Kingdom
<b>Editor Background (<i>up to 200 words</i>):</b>  With over a decade of professional experience in academic and scientific editing, I bring extensive expertise in refining complex research content across a wide range of disciplines, including mathematics, physics, medical sciences, and other scientific fields. I specialize in enhancing clarity, ensuring structural and logical coherence, and aligning manuscripts with appropriate editorial and reference style guidelines. My work has supported researchers at various stages of the publication process—from early drafts to pre-submission polish—ensuring manuscripts are accurate, accessible, and ready for peer-reviewed journals. In addition to editing, I have experience mentoring junior editors, streamlining editorial workflows, and providing constructive feedback to authors. I am committed to maintaining high editorial standards and helping researchers communicate their ideas effectively and professionally.	
<b>Discipline Specializations &amp; Background (<i>optional; up to 100 words</i>):</b> Experienced in multidisciplinary collaboration and communication of complex research to both academic and general audiences. Proven ability to edit manuscripts, grant proposals, and technical reports across STEM disciplines.	
<b>Reference Styles</b>  <input checked="" type="checkbox"/> APA <input checked="" type="checkbox"/> MLA <input checked="" type="checkbox"/> Oxford <input checked="" type="checkbox"/> Harvard <input checked="" type="checkbox"/> Chicago	
<b>Rate Information</b> <i>Hourly Rate:</i> \$30–\$45 USD <i>Page Rate:</i> \$4–\$6 USD per double-spaced page <i>Other rate information:</i> Discounts available for long-term clients and institutions  Special Rate for Students <input checked="" type="checkbox"/> Pro-rate for large/bulk submissions (e.g., thesis) <input checked="" type="checkbox"/>	
<b>Services Offered</b>	

- |                                     |                                                                            |
|-------------------------------------|----------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Stylistic Editing (clarifying meaning, improve flow, and smooth language)  |
| <input checked="" type="checkbox"/> | Proofreading (correct typographical errors, reference style editing, etc.) |

**Timelines (*optional, provide typical turnaround times for editing services; 100 words*)**

For documents under 10,000 words, I offer a standard turnaround time of 24 hours. For longer or bulk submissions such as theses or dissertations, the typical turnaround ranges from 3 to 7 business days, depending on word count and complexity. Expedited services for larger documents are available upon request for an additional fee. I work closely with clients to set and meet realistic timelines, ensuring high-quality editing without delays. All schedules are confirmed in advance to maintain clarity and satisfaction.

## Editor Listing

<b>Editor Name/ Company Name</b>	Karen Lowry, Academic Editor
<b>Contact Information</b>	<a href="mailto:karen.lowry@me.com">karen.lowry@me.com</a> ; 519-200-5362 (don't mind the 519 area code – I live in Gananoque); through my website <a href="https://karenlowry.ca">https://karenlowry.ca</a>
<p><b>Editor Background (<i>up to 200 words</i>):</b>  I have an MSc in speech-language pathology, I'm a member of Editors Canada, and I've worked on hundreds of theses and dissertations over the years with excellent feedback from students and their supervisors. I'm also a copyeditor for an academic journal: the <i>Canadian Journal of Speech-Language Pathology and Audiology</i>.</p> <p>Easy to work with, precise, and unashamedly enthusiastic about words, I will polish your work. I am a professional who's worked in nonprofits and academic publishing for decades, shifting to full-time freelance academic editing in 2022. You can read more about me on my website: <a href="https://karenlowry.ca">https://karenlowry.ca</a>.</p> <p>If you work with me, your writing will be clear, your paper immaculately formatted, and your inner calm restored. I love taking care of the details! :)</p>	
<p><b>Discipline Specializations &amp; Background (<i>optional; up to 100 words</i>):</b>  I specialize in applying APA style to student theses, dissertations, and articles for peer-reviewed journals. Much of my editing work is in psychology (all fields, research and clinical), education (from practical research to theoretical pedagogy and politics in higher education), speech-language pathology (and other rehabilitation sciences), and leadership. I've edited academic books on education/pedagogy and nursing, too.</p>	
<p><b>Reference Styles</b></p> <p> <input checked="" type="checkbox"/> APA  <input type="checkbox"/> MLA  <input type="checkbox"/> Oxford  <input type="checkbox"/> Harvard  <input type="checkbox"/> Chicago </p>	
<p><b>Rate Information</b>  <i>Hourly Rate:</i> \$60 for students (\$70 for others)  <i>Page Rate:</i> \$0.043 per double-spaced page for students (\$0.05 for others)</p>	

*Other rate information:* I'm flexible and can help find ways to keep your fee down. Some students give me a \$ limit and tell me their priorities and I work to that. Others ask me to edit only their first chapter with lots of comments so they can do the rest themselves. Some want only their references and citations formatted/checked. I'm open to whatever works for you.

Special Rate for Students ☒

Pro-rate for large/bulk submissions (e.g., thesis) ☒

#### **Services Offered**

- ☒ Stylistic Editing (clarifying meaning, improve flow, and smooth language)
- ☒ Proofreading (correct typographical errors, reference style editing, etc.)

#### **Timelines** *(optional, provide typical turnaround times for editing services; 100 words)*

I'm generally quite quick: I can edit a short paper (< 30 pages) within a day or two. Full dissertations take a week for proofreading/formatting and another week or two for a comprehensive edit. My busiest time is March–May, so the turnaround time can be longer then. You can book my services ahead of time for that period to get a quick turnaround.



## Permission Form for Professional Editing of Theses

\_\_[Editor]\_\_ offers ethical editing services based on the “Guidelines for Editing Theses” developed by the Editors’ Association of Canada in consultation with university administrators (see <http://www.editors.ca/hire/theses.html>). These guidelines are intended to ensure that the theses submitted by graduate students are indeed their own work, only more polished.

The guidelines stipulate that editing must not affect the content or structure of the thesis. Editing tasks are therefore limited to copy editing, stylistic editing, and proofreading. Substantive editing, which can involve extensive structural revisions and rewriting by the editor, is not part of thesis editing.

The Editors’ Association guidelines recommend that the student obtain written permission from the thesis supervisor for the editorial work to be done. Please have your supervisor sign the form below. Having permission for editing protects students in defending their work to the thesis committee. The permission form also specifies the editorial tasks that may be done.

### *Permission for Thesis Editing*

Date\_\_\_\_\_

\_\_\_\_\_ (NAME), a student at Queen’s University in the  
Department/Faculty of \_\_\_\_\_, is preparing a thesis/dissertation. The  
working title is \_\_\_\_\_.

In readying it for submission, he/she has permission to seek professional editing of the  
kinds listed below.

\_\_\_\_\_ (SUPERVISOR’S SIGNATURE)

\_\_\_\_\_ (SUPERVISOR’S NAME, please print)

\_\_\_\_\_ (SUPERVISOR’S TITLE, please print)

\_\_\_\_\_ (STUDENT)

\_\_\_\_\_ (EDITOR)

# Editing Checklist

The following checklist for editing theses is based on the Professional Editorial Standards revised in 2009 by the Editors' Association of Canada. The items can be discussed and negotiated as needed.

## Copy Editing

The goal of copy editing is to ensure correctness, consistency, accuracy, and completeness.

- ☐ Correct errors in spelling, grammar, and punctuation
- ☐ Correct or query errors in diction and usage
- ☐ Identify and consistently apply categories of editorial style (e.g., capitalization, numbers, abbreviations, lists, heading levels)
- ☐ Develop a style sheet, or follow one that is provided, to track editorial style and apply it consistently
- ☐ Identify and query internal inconsistencies in logic, factual details, and cross-references
- ☐ Review citations for consistency and either apply the appropriate style or identify errors for the student to correct
- ☐ Query missing elements in citations
- ☐ Point out where permissions may be required
- ☐ Make minor formatting changes to ensure consistency in presentation of tables, figures, and other visual elements

## Stylistic Editing

Stylistic editing strives to clarify meaning, improve flow, and smooth language.

- ☐ Improve sentence construction to more effectively convey meaning (e.g., by making unparallel constructions parallel, using subordinate structures for subordinate ideas, choosing active voice over passive in most contexts)
- ☐ Eliminate wordiness
- ☐ Query student about word choice or syntax if meaning is unclear
- ☐ Suggest reordering of sentences within a paragraph to improve the flow of ideas and to clarify focus of paragraph
- ☐ Check that transitions between sentences and paragraphs are smooth and support the coherent development of the text; if not, query
- ☐ Alert student to problems in consistency and appropriateness of tone

## Proofreading

- ☐ Correct typographical errors
- ☐ Check for awkward line or page breaks