

## Proofreading Policy

### 1. Principle and Scope

- 1.0. This Policy explains our approach to proofreading, including the support you can expect to help you in the development of your final assessment submission.
  - 1.1. We do not offer a proofreading service and would encourage you to develop your own strategies and skills for checking your work at all stages of development, including the final draft. However, if you decide to use a proofreading service, your use of such a service must meet the expectations of this Policy.
  - 1.2. The applicability of this Policy under the University's Collaborative Provision arrangements is detailed in Schedule A.

### 2. Acceptable Support

- 2.1. Acceptable proofreading includes checking work for:
  - A. Accurate spelling, punctuation, and grammar.
  - B. Correct verb tense, sentence structure, and word order.
  - C. Formatting errors and inconsistencies, including typographical errors and missing words.
  - D. Errors in the labelling of diagrams, charts, and/or figures.
  - E. Repeated words or phrases.
  - F. Identify where meaning is unclear.
- 2.2. Proofreading should be done on all final drafts, but it is good academic practice to check your work at all stages of development, and not leave this to the last moment. If you are not sure how to proofread your work or would like to develop your skills in checking your work, you should contact the Academic Skills Team for guidance.
- 2.3. Throughout its development you should be editing your work. This means that you make sure you structure your work as advised by your lecturer, and that the information you have used is appropriate, accurate, and clear. We do not recommend relying on proofreading software, as this can be inaccurate.
- 2.4. If you choose to use a proofreading service, you should give them a copy of this Policy, and keep a copy of all your correspondence with them. Whatever proofreading support you have, your final assessment submission must be your own work.

### 3. Unacceptable Support

- 3.1. The following support from a third party is not acceptable:
  - A. Rewriting your work, including to clarify meaning.
  - B. Reordering words, sentences, or paragraphs to improve meaning.
  - C. Reformat your work.
  - D. Add or change words, sentences, or paragraphs (except to correct spelling or identify repetition).
  - E. Checking or rewriting, calculations, formulae, equations, or computer code.
  - F. Re-label, diagrams, charts, figures.
  - G. Translate content into English.
  - H. Change, add to, or remove references.
- 3.2. Any proofreading support you receive that does not meet the acceptable support noted above is likely to result in an Academic Misconduct case being made against you.

#### **4. Schedule A**

The applicability of this Policy (as set out above) under the University's Collaborative Provision arrangements is detailed below.

Where the Regent's University London Policy applies, collaborative partners may use different terminology, e.g. 'programmes' and 'units' instead of 'courses' and 'modules'.

##### **DOMUS Academy**

4.1 The Regent's University London policy applies. However, in relation to clause 2.2, Domus Academy students should contact their Unit Leader for guidance.

##### **Istituto Marangoni (London)**

4.2 This Policy does not apply to Istituto Marangoni London students. Students should refer to Istituto Marangoni London's Academic Misconduct Policy.

##### **Istituto Marangoni (Paris)**

4.3 This Policy is not applicable to students studying at Istituto Marangoni Paris. Students should refer to Istituto Marangoni Paris' Academic Misconduct Policy.

##### **Liverpool Media Academy (LMA)**

4.5 This policy is not applicable to LMA. Students should refer to LMA's Academic Integrity Policy.

##### **Macromedia**

4.4 The Regent's University London policy applies.