Academic Integrity: Proofreading Guidance

Manchester Metropolitan University does not support the use of a proofreading service, either paid or unpaid. Students who feel they need assistance with proofreading their work should in the first instance discuss this with their tutors/supervisor, or make use of the services provided by the University. The University provide sessions to enable all students to learn how to write academically including how to maintain academic integrity, such as sessions on how to search for academic sources, structure work, use evidence effectively, among many other topics. Developing as a writer, including the ability to proof-read your own work is a key graduate skill valued by employers.

Checking your work prior to submission is an important part of the writing process. These checks enable you, as the author, an opportunity to check your meaning, and that your writing is clear and accessible for others. Proofreading is a skill that develops with practice, and Manchester Metropolitan University provides help and advice to develop this skillset. You should always allow plenty of time for the proofreading process when assignment planning.

When you submit your assignments at Manchester Metropolitan University, you are agreeing that the work represents your critical thinking on the topic in question. This means you have engaged with academic sources, which are accurately captured within your writing, to help influence your understanding of and approach to the question. This is demonstrated in the structure of work, the argument you make, and how you include and cite your evidence. As such, you are considered as the sole author of the content that is submitted, and therefore have sole responsibility for any changes during the proofreading process.

Manchester Metropolitan University recognises that each student starts their study with us with varying experiences of writing. As such, by adopting this approach to proofreading and by ensuring we provide support to all our students on this topic, we are promoting and endeavouring to create a fair experience for all.

Please note: if you are completing a group project, the same guidance applies, but all authors are acknowledged in the assignment process.

FAQs:

What do we mean by proofreading?

Proofreading is the final stage of the editing process. When you are proofreading your work, you are checking your writing for grammar, spelling, punctuation, fluency of writing, and formatting of the document. Proofreading does not include looking for errors around content or ideas within your writing as this will have been completed in your editing stages.

Can anyone within the University proofread my work?

No. At Manchester Metropolitan University, we want to support you to learn the skillset to be able to complete your own proofreading as this will be something that will benefit you beyond your university experience.

To help with transition to University, foundation, first year undergraduates and level 7 apprenticeship students, have access to [Studiosity](#). Studiosity is a third-party provider who will review your draft work for coursework-style assessments, and give you quick feedback about how to improve your academic writing style. For more information click here.

All students also have access to [feedback on drafts of work](#) via the Academic and Study Skills tutors. This is developmental feedback, which is best accompanied by a 1:1 appointment. Feedback will be provided on areas identified by you or in conjunction with a tutor. For more information click here.

Can a Peer Assisted Learning (PAL) leader proofread my work for me?

No. A [Peer Assisted Learning](#) (PAL) leader role does not include proofreading your work nor providing feedback on your work. Their role is to support with the building of a community within your course by running group activities relevant to your course.

I am an undergraduate student completing my dissertation, can my supervisor proofread my work?

No. They will provide feedback on the topic, your research approaches and stylistic elements relevant to academic writing. They will refer you to appropriate support if needed. Please consult your course handbook for more information about how your dissertation supervisor will work with you.

I am a postgraduate research student, can my supervisor proofread my work for me?

No. Your supervisor may read your complete dissertation to provide developmental feedback on your thesis. This may include providing feedback on the topic, your approaches and stylistic elements. They will refer you to appropriate support if needed. Please refer to Research Degree pages for expectations about role of supervisor and students.

If you are completing a research output (e.g. a published article or report) in conjunction with your supervisor, or another member of academic staff, this will change the nature of your relationship from supervisory to partnership/collaborative working. As such, this guidance may be subject to change.

If you are completing a PhD by publication, please see guidance from the Graduate school.

What other sources of support are available to me at the University?

There is lots of additional support available to all Manchester Metropolitan University students irrespective of year or level of study, or prior learning experiences. It is good academic practice to seek development opportunities available to you.

To help you learn the skills to proofread your work, further support can be found at the following services:

- 1:1 support via the Academic and Study Skills team.
- Workshops including: Strategies for Editing and Proofreading your work.
- Writing courses such as The Writing Project: Essentials course, The Writing Project: Mechanics of Writing course, The Writing Project: Standard course.
- The Library can assist with any referencing queries, including how to use bibliographic software such as EndNote to help compile your reference list.
- Coaching for Academic English can help international students identify areas for development via their writing consultations, workshops, courses, online language forum, and self-study resources.
- Assistive Technology: on all computers across the campus, all students have access to Read and Write software, and Mindview software. There is also assistive technology in-built within Microsoft packages. There are workshops to learn how to use and make the most of such software. Alternatively, you can book a 1:1 appointment to discuss some of assistive technology available to you.

What are some tips for good academic practice when it comes to writing assignments?

As a starting point, good academic practice involves keeping clear and well-documented notes (e.g. recording where you have got the source of information from), saving versions of your work as you progress (e.g. version 1, version 2, version 3), and allowing time for editing and proofreading your work.

There is lots of support available to help with good academic practice, including a series of videos on what is good academic practice, finding academic sources of information, effective note-taking strategies, using evidence effectively, among others. All of these resources can be found within the Academic and Study Skills area of Moodle, including the Academic Integrity unit.

I am a student with a registered disability (including a specific learning difference such as dyslexia), does this guidance apply to me?

Yes, this guidance applies to all students at Manchester Metropolitan University. If you have a study skills coach via your personalised learning plan (PLP), they are not able to proofread your work. Their role is to support you in your development of independent learning as part of a support plan. You may also have access to Assistive Technology via your Disabled Student Allowance, such as Read and Write, Mindview, or Dragon, and there is support on-campus to help you learn how to make the most of this software.

I have a disability, but don't have a Personalised Learning Plan (PLP), how do I get one?

Once you have registered with the Disability and Inclusion Service, and you have provided the required information and medical evidence confirming your disability, they will contact you to arrange an appointment with a Disability Adviser to create a PLP.

I am an international student, does this guidance apply to me?

Yes, this guidance applies to all students at Manchester Metropolitan University. As an international student, you have access to a large amount of support, including access to the English for Academic Practice toolkit, Coaching for Academic English, and the support from the Academic and Study Skills team.

I have used a proof-reader, do I need to declare this?

Yes. The University does not support the use of a proof-reader. If you have used a proof-reader, either paid or unpaid, you must declare this in writing when you submit your work. The University assumes you are the sole author of your work [unless specified for group projects]. As such, failure to declare the use of a proof-reader may lead to action under the academic misconduct policy if there are doubts over the authenticity and authorship of your work.

Can I use a third-party to write my assignment?

No. You should not engage with ghost writers, or employ another person (paid or unpaid) to write your assignment for you. Any work you submit for your assignments must be your own work and will be examined as such. The use of a third-party, paid or unpaid, to write your assignment will lead to action under the academic misconduct policy.