

Faculty of Education Graduate Student Copy Editing Fund Guidelines

Purpose: To contribute to the costs of copy editing services for a graduate student's final thesis, dissertation, or manuscript for journal review. Copy editing is defined as editing that aligns with style guide requirements (e.g., APA 7th edition) to improve consistency and readability (e.g., corrects spelling, grammar, punctuation, and style issues). If being used for thesis or dissertation editing, students must be nearing the completion of their thesis or dissertation (i.e., in the editing phase). **Students must have approval from their Program Advisor prior to applying to the fund.**

Eligibility: Current part-time and full-time Education graduate students in good academic standing who:

- are in the editing phase of their thesis or dissertation or preparing a manuscript for review
- Have their advisor's approval

Value: the value of the fund is up to \$750

Application Process and Deadlines:

- Rolling application
- Student must submit the following documentation:
 - o Completed application form
 - o Letter of approval from advisor
 - o Quote from a copy editor (that includes their name, contact information, and an estimated cost).

All application materials should be submitted electronically to:
Graduate Programs Office
adgr.education@umanitoba.ca
Attention: Graduate Student Copy Editing Fund

Evaluation Criteria: Applications to this fund will be reviewed by the Associate Dean (Graduate Programs & Research) based on all the following criteria:

- Academic standing of the student
- Support of advisor
- Student attestation of compliance with the University of Manitoba's policy regarding academic integrity, specifically regarding inappropriate collaboration

Conditions of the Fund:

- Editing of final thesis, dissertation, or manuscript must occur in consultation with the student's advisor. Students must acquire advisor approval prior to applying for this fund.
- The copy editing service must focus only on copy editing and NOT on content or ideas. Copy editing is defined as editing that focusses on (for example):
 - o Grammar and usage
 - o Canadian spelling (Canadian Oxford Dictionary)

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- Punctuation
- APA 7th Edition (citations and elements of style)
- Setting of headings and subheadings
- Only editors approved by the Faculty of Education can be utilized.
- Accessing copy editing services does not preclude further revisions. The copy editing process may reveal areas where content needs to be revised further.
- The copy editor must use track changes to document copy editing that has occurred. The editor must submit the copy edited version with track changes to adgr.education@umanitoba.ca. Once the copy edited version is received and approved, then funds will be released to the student.
- Student and editor must comply with University of Manitoba policy regarding academic integrity and inappropriate collaboration, which occurs “when a student and any other unauthorized person work together on assignments, projects, tests, labs or other work intended to be individual.” For more information, click [here](#).
- The student must acknowledge funding received from the Faculty of Education in any resulting publication(s).
- Funds must be used for the project and purposes described in the application.
- Students can access this fund only once during their program of studies.
- Students are encouraged to present their thesis or dissertation findings at the annual Faculty of Education Graduate Students’ Research Symposium.

Any questions about this fund should be directed to adgr.education@umanitoba.ca

Internal Office Notes:

1. Initial approval letter must be cc’d to the Budget Officer.
2. Funds will be released to the student upon receipt of copy edited document.
3. The ADGR will keep the copy edited document on file until the student has completed the program.



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FACULTY OF EDUCATION GRADUATE STUDENT COPY EDITING FUND

APPLICANT INFORMATION			
First Name:	Last Name:		
Student Number:	UM Email Address:		
Program Advisor:			
Graduate Program: <div style="display: inline-block; vertical-align: middle; margin-left: 20px;"> M.Ed. <input type="checkbox"/> Ph.D. <input type="checkbox"/> </div>	GPA:	Status:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>

STATEMENT OF CONFIRMATION	
By signing this form, I confirm that: <ul style="list-style-type: none"> - the information I have provided is true and accurate; - I have not previously accessed this award during my program; - I have received permission from my Program Advisor to access this fund; - I have read and will abide the UM policies and practices regarding academic integrity. 	
Signature of applicant	Date
<p>This personal information is being collected under the authority of <i>The University of Manitoba Act</i> and will be used for the purpose of assessing your application for the competition. It may be shared with other educational institutions. Information regarding graduation and awards may be made public.</p> <p>Upon your graduation, name, address and degree information you have provided will be given to and maintained by the Alumni Records department in order to assist in the University's advancement and development efforts. This information is protected by the Protection of Privacy provisions of Manitoba's <i>Freedom of Information and Protection of Privacy Act</i>. If you have any questions about the collection, contact the FIPPA Coordinator's Office (204) 474-8339, c/o Archives and Special Collections, 331 Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.</p>	

FOR OFFICE USE ONLY		
Amount Approved \$	Signature Associate Dean, Graduate Programs & Research	Date