



# ORU

MAKE NO LITTLE PLANS HERE

## Preparing for Graduate & Post-Graduate Review Considerations

*Business Center – Document Preparation Services (DPS)*

## Simple Process of Writing a Paper for the Student

1. Research and gather reference materials
2. Plan and outline the structure of your subject
3. Begin the writing process
4. Do revisions
5. Write your complete first draft (*and subsequent re-drafts*)
6. Edit your first draft (*for both format and content*)
7. Proofread your first draft

This process may repeat many times as you revise and re-write your paper, especially steps 4-7.

DPS is here to proofread your document **after** steps 1-7 have been thoroughly covered by the student, and before it is turned in for consideration.

# Editing and Proofreading

To many people, editing and proofreading are one and the same thing. There is, however, a distinct difference between the two.

## Editing

This is NOT what DPS will do

1. First step after your first draft is written
2. Checking content for clarity and logical meaning
3. Requires careful analysis and critical thinking
4. Involves copy editing

## Proofreading

This IS what DPS will do

1. Last step of the writing process
2. Checking over text in finer detail
3. Focuses on spelling, punctuation, grammar, and format
4. Simple changes

## Proofreading

The focus of proofreading is to spot and correct errors in:

- Spelling
- Typography (font size and style)
- Grammar, punctuation, and use of language
- Style and format
- Anything missed at the editing stage

## Proofreading (cont.)

- On the first read, focus only on reading to get an idea of the overall content and meaning, and to spot anything missed at the editing stage.
- On subsequent readings, focus on correcting different types of errors each time.
- To spot typographical errors, you may wish to read it backwards once, to disconnect your mind from the content and focus fully on the text word by word.
- View the whole text from a distance, as some errors, especially in style and format, are difficult to spot close up.

## Proofreading (cont.)

### The Business Center – Document Preparation Services

DPS in the Business Center is here to help you with your typing and proofreading needs. Please follow these steps to determine if your paper is ready for submission to DPS.

1. Follow your department's handbook **and** chosen style guide for guidelines on preparing and writing your document to meet your department's specifications. If DPS feels this has not been followed, we reserve the right to return your paper to you without further review.
2. After writing your first draft, complete the editing process and make corrections before submitting the document to DPS.
3. DPS provides proofreading services only. We **do not** offer editing services.
4. If you have followed and adequately performed steps 1 and 2, then we will accept your paper for proofreading.
5. DPS reserves the right to return your paper to you without further review if it is deemed "not ready" for the proofreading stage. This would mean the editing stage was not properly done.
6. We ask for at least 3 days for proofreading with changes on a smaller paper or a short chapter.
7. Rushing the proofing of a document means we are not able to do our work with the thoroughness needed to achieve complete accuracy in your writing. Thus, our work cannot be guaranteed.
8. Larger papers and documents will require more time.

## ORU Business Center Procedures for Dissertations

1. Provide us with an electronic copy of your dissertation either via e-mail or a flash drive.
2. We will print a copy for proofing, which will begin as the schedule allows (work is done on a first-come, first-served basis; other papers may already be ahead of yours).
3. The proofer marks errors in grammar, sentence structure, and some format and style issues. If you have requested DPS to correct any errors, the hard copy is sent to the typist to make the needed changes.
4. If the typist has a question regarding your paper, the question will be emailed to you, along with a copy of the page(s) involved. Upon your reply, the proper corrections will be made. Your paper is then given back to the proofer for a double-check.
5. Payment is due upon completion of the project. There is an option to submit single sections at a time, so long as payment is made for each section before the respective work is delivered back to you (via e-mail or in-person pickup).

## ORU Business Center Procedures for Dissertations

### General Pricing for Dissertations

Proofing is \$17.00 per hour	Our proofer reads about 8-10 pages per hour—the time really depends on your writing
<u>Corrections</u>	These prices are for performing corrections on papers not proofread by DPS
Micro (3 or fewer changes per page)	\$ .70 per page
Minor (4 to 20 changes per page)	\$4.00 per page
Major (21 or more changes per page)	\$4.50 per page

Once the document has been proofed and marked by our proofreader, corrections can be completed by our typist at half-price

**\$ .35 per micro / \$2.00 per minor / \$2.25 per major**



## ORU Business Center Procedures for Dissertations

- Once all corrections have been made, we will contact you with the final cost for the work performed.
- The easiest way to make payment is with your Eagle Card ID. You may also use a regular charge card.
- Once we have processed payment, we will send you your completed document for review. If you find any errors we have made we will gladly correct them at no charge.
- If you have new changes that you want to make at that point, there is an added charge per page—dependent upon the number of changes.
- Once any corrections are made, we submit it to you again if necessary and await your final approval before sending it on to Copy Services for a final printout.
- Copy Services is separate from our department, but their payment process is similar. They tabulate the final cost based on what is needed (i.e. tabs, hole-punch, number of pages, size of binder, number of copies) and contact you with the cost.
- After we receive authorization from you to process the payment via your chosen method, the document can be delivered or held for you to pick up if you are in the area.

## **Q & A Time**

### **Open discussion and Questions**

**Thank you for attending and we hope the information was helpful!**

**We look forward to working with you on your dissertation.**

**Feel free to contact us for more information**

**At**

**The ORU Business Center – Document Preparation Services (DPS)**

**918-495-6848**