

Trainee Editing Service Guidelines

The Trainee Editing Service (TES) provides unbiased copyediting and peer review services to MD Anderson Cancer Center trainees and research associates with the goal to help them write high quality, high impact manuscripts, book chapters, reviews, etc. The guidelines for TES editors are outlined below:

1. All editors must sign the **Non-Disclosure and Confidentiality Agreement** and **Trainee Editing Service Guidelines**.
2. Editing assignments
 - a. General copyediting
 - i. Correction of basic English usage and organizational errors
 - ii. Formatting (spaces, breaks, margins, etc.)
 - iii. Word count/character count revisions
 - b. Scientific content review
 - i. Editor will function as a peer reviewer and provide critique of document's scientific method, results, conclusions, etc.
3. Editor workflow
 - a. Editor-in-Chief receives **Service Request Form** from client
 - b. Editor-in-Chief assigns appropriate editor to client
 - c. Editor begins edits and completes by appropriate deadline
 - d. Editor returns edited file to client from TES@mdanderson.org email address
 - e. File name should read: author name-EDIT.doc
 - f. All documents associated with client should be saved in client subfolder within Box
4. General turnaround time
 - a. Days below are considered working days:
 - i. 5,000-20,000 words: 2-3 days
 - ii. 20,000-30,000 words: 3-4 days
 - iii. 30,000-50,000 words: 4-5 days
 - iv. 50,000-70,000 words: 5-7+ days
5. Method of editing and/or review
 - a. Microsoft Word employing Track Changes (Final showing markup in balloons) and Comments
 - b. Creation of a separate edited file, named as "author name-EDIT.doc"
6. What to copyedit
 - a. Grammar (run-on sentences, comma splices, fragments, verb tenses and agreements, etc.)
 - b. Stylistic weakness (wordiness, passive voice, awkward sentence structure, etc.)
 - c. Punctuation, capitalization, use of italics
 - d. Tone and diction
 - e. Organization (unity, coherence, logic, etc.)
 - f. Paragraph structure (order of thoughts, length, transitions, etc.)
 - g. Sentence structure (clarity, syntax, subordination and coordination, parallelism, etc.)
 - h. Redundancy
7. What not to copyedit

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- a. References – it is the responsibility of the author to properly format all in text citations and bibliography, preferably via use of the EndNote or similar reference manager software

8. What to review

- a. Scientific method
- b. Development of ideas
- c. Strength of argument
- d. Effectiveness of data and literature support
- e. Identification of weaknesses or flaws that may prevent acceptance of manuscript

9. Editor compensation

- a. Your services are provided exclusively on a volunteer basis. You will not be compensated.
- b. Under no circumstances are you to accept payment or compensation from a client.

I, _____, volunteering as an editor for The Trainee Editing Service, will abide by the Trainee Editing Service Guidelines outlined above.

Signature

Date

Signature (Witness)

Date