The Wallace Center at RIT

Writing Assistance Service for Graduate Students

Our experienced editing staff is available **at a reasonable cost** to offer writing assistance for your class papers, projects, thesis or dissertation. Additionally, copyediting assistance is available for documents that are for publication. Minimum turnaround time is two full business days (large files may require more time).

Using Track Changes in Microsoft Word, our editorial staff will:

- Review overall work: Look at the piece as a whole. Does it have a solid lead, a good conclusion, a workable structure, sufficient & authoritative, supportive examples?
- Look for consistency and if the paper follows writing guidelines: Consistent writing/fonts/citation styles, grammar, proper tense, punctuation, spelling, etc.
- Provide suggestions: Move blocks of text, provide examples, point to writing assistance links on the Scholarly Publishing Studio website and referral information for 1 to 1 assistance.

RIT Scholarly Publishing Studio

Center Hours: M-F (10am-4pm) **Student Writing Assistance Form**

All papers must be submitted in either a *Microsoft Word* format or *hardcopy. All hardcopy submissions should be formatted to a font size of 12pt and paragraphs should be double spaced.*

Please fill this form in completely. **Today's Date:** _____

Author's Name and Contact Information:

First Name: _____ Last Name: _____

E-mail address: _____ Phone: _____

College/Department: _____ **Citation Style:** _____

Course Title: _____ **Faculty Name:** _____

Date/Time Needed by: _____ **Number of Pages:** _____

Item Description and Author Notes:

_____

_____

Is this document complete? ☐ Yes ☐ No

Has this paper already been reviewed or (edited) by anyone else? ☐ Yes ☐ No

Editing Preference (check one): ☐ Online ☐ Paper Copy

Pick-Up Location: ☐ SPS ☐ E-Mail ☐ Other: _____

For Graduate Student papers:

Have you obtained faculty approval to get assistance? ☐ Yes ☐ No

Please note:

Patrons - *We require a minimum turnaround time of two full business days on most papers. Large files may require additional time. Keep in mind that we edit primarily Monday – Friday. Student papers can be revised a maximum of two times. There is also a charge of $20/hr for papers to be reviewed.*

(This section for SPS use only)

SPS Editor's Name(s): _____

Date edited paper was emailed or picked up / total editing hours: _____

_____

_____

Please address comments and questions to:

All original papers and those being reviewed for a second time should be electronically submitted with a completed Editing Assistance Form (see image) or print the completed form and bring it to the Center with your writing that needs reviewing.

> "Just as a sculpture is enhanced by being polished, writing is enhanced by having a qualified third party edit it. This is precisely what the Scholarly Publishing Studio does. It provides editing services in a very fast and effective way. It also provides other great services for scholars. I highly recommended taking advantage of this invaluable support service." - Fatou Bagayogo

To use the service, download the Student Writing Assistance Form (.doc).

Submit documents to or contact Nick Paulus, Scholarly Publishing Specialist, njpwml@rit.edu or call 585-475-7934 if you have questions concerning our writing service.