

Hiring and Working With an (Ethical) Editor Checklist

CHOOSING YOUR EDITOR

- Get permission from your supervisor.
- Allow lead time.
- Choose someone from a professional group.
- Confirm experience (years editing, familiarity with academic work).
- Check credentials (website, testimonials).
- Ask for an estimate or sample edit.
- Pick someone you expect to work well with.
- Look for a contract or written agreement.

WORKING WITH YOUR EDITOR

- Budget time for the editing.
- Be involved in the process.
- Ask questions if you have any concerns.
- Use your editor as a resource to become a stronger writer.
- Beware of any offers to help with writing or completing the paper.
- Acknowledge the edit (e.g., in your acknowledgements).
- Communicate with your supervisor as appropriate.