

# Manuscript Preparation Guidelines and Submission Timing

## *CTW Editing*

### Manuscript Preparation Guidelines

You will benefit the most from CTW Editing if your manuscript represents your very best effort at clean, accurate, well-formatted writing before you submit it for editing. By carefully checking over your work for errors and proper formatting before submitting it for editing, you can help make sure that we focus on issues you would not have caught on your own.

#### How to Prepare for Editing:

- If you are submitting a class paper, please review any specific instructions regarding formatting provided in your course syllabus and make sure your paper conforms to your professor's stated requirements.
- Read through your paper, project, or thesis completely on your own before submitting it for editing to catch errors that will be obvious to you. Consider using the CTW Revision and Editing Checklist (available on the CTW Canvas page).
- Review all citations in your class paper, project, or thesis for completeness (including all required publication information) and conformity with our standard citation style, to the best of your ability. Use the Citation and Formatting Guide for Chicago, Turabian, and SBL formatting, or consult the online resources here.
- Ensure that there is no plagiarism in your work. Plagiarism (even if it is unintentional) will always halt the editing process. Carefully review Westminster's plagiarism policy and plagiarism FAQs.

In addition, if you are submitting a completed DMin project, ThM thesis, or PhD dissertation, please review it to ensure it conforms to the WTS Format Guidelines.

Please note that your manuscript will be considered "not ready to edit" if it fits any of these descriptions:

#### Not Ready to Edit:

- Information for the footnotes and bibliography is incomplete.
- A brief review of your manuscript shows that you have not read and attempted to follow the format guidelines to the best of your ability.
- There are gaps and errors in your manuscript that make it difficult to understand the connection between sentences and paragraphs (problems with logic). The WTS recommended editors are not permitted to edit logical connections or rewrite your work.
- There are numerous grammar and word choice problems so that the editor is not able to understand and make corrections to help you convey your meaning.

If your manuscript is considered "not ready to edit," editing will stop, and you will be asked to make an appointment with the CTW director to go over your next steps.

## **Manuscript Submission Timing**

Make sure to complete your work and submit it for editing with enough time to spare for editing to be completed and for you to make the necessary revisions. Please submit class papers at least one week before your final due date. Submitting chapters for Dmin Projects, ThM Theses, and PhD Dissertations should be done on a schedule that you and the editor have agreed upon in advance.

## **Editing Contract**

You will be asked to submit a sample from the paper you want edited, and the editor will supply an estimate and a proposed timeline to complete the work. You will negotiate a price and a timeline with the editor. Please keep in mind that if you make changes to the length, content, or timing after this estimate is submitted, the price for editing may need to be changed as well. Our recommendation is that you make clear agreements in writing (email) in advance of asking the editor to begin the work.