Goodman School of Business
Graduate Programs Office

Proof-Reading Policy

FREE Proof-reading is available for all Goodman graduate students. Please read through this disclaimer and note all information pertinent to individual choice of using this service.

1. Students are permitted one submission per assignment

2. Proof-readers will turn around short assignments quickly. Longer assignments will require more lead time. Students are responsible for checking the announcement section of SAKAI to find out the turn-around time for their submission. All assignments will be returned within the specified number of days (by 11:59PM on the last day).

3. File must be saved using surname and student number (ex. steele4563210)

4. Proof-reading services do not check for plagiarism

5. Proof-reading services do not edit, change or advise content-related matters

6. There is no guarantee that all errors will be corrected. Each student is responsible for their own work and proof-readers will provide the best possible service

7. All work must be edited before submission. At the proof-readers discretion, assignments can be uploaded without full correction if it is clear prior editing was completed by individual students

8. TurnItIn.com will be used to proof-read all submissions

Submission Instructions:

1. Find the SAKAI site titled "Goodman Proof-reading"

2. Check announcements for proof-reading schedule

3. Select "Assignment2" on left-hand column

4. Choose the assignment titled by the current month. I.e. "September"

5. Upload copy of material to be proof-read in one of the following file types:

a) Microsoft Word (.doc/.docx)
b) OpenOffice (.odt)
c) WordPerfect (.wpd)
d) PostScript (.ps/.eps)
e) Adobe PDF

f) HTML
g) Rich text format (.rtf)
h) Plain text (.txt)

The paper being submitted to Turnitin must contain more than 20 words and **must be under 20MB** (or approximately two million characters), and must not contain spaces in between every letter (l i k e t h i s).

6. Under "Submission Text" give the following information:

a) Course code and section (ex. MBAB 5Y06/03)
b) Assignment title (ex. Group industry report)
c) Length of text in word count and pages (3000/8pgs)
d) Once submitted, students will receive an email notification to confirm

*Note – Do not submit the text of your paper into the Submission Text box. Only attached paper submission will be review

Assignment Retrieval:

1. After posted time has expired return to the Assignment2 tool in Goodman Proof-reading.

2. In the assignment that corresponds to the month submitted select the text "Submitted" followed by your submission date.

3. If you have one submission in the month period select Submission Feedback to view your returned paper. If you have multiple submissions they will be sorted by submission date and you may select they to view your returned paper.

Please note the graduate program office and proof-readers are not responsible for final work submitted in-class. It is the choice of each student to use the proof-reading service as added assistance; however grading for individual courses and proof-reading have no relationship. Faculty, instructors and staff have no knowledge of which students are using the service.