**Denver Seminary’s Writing Center – FAQs**

How far in advance must I submit a paper for editing?

* Requests are received Monday through Friday during business hours and completion is timed from receipt of request, not including weekends or holidays.
* Papers that are 10 pages or fewer require 48 hours’ (two days’) notice.
* Papers that are 10-20 pages require 72 hours’ (three days’) notice.
* 20+ page papers require additional lead time and are accepted on a case-by-case basis.

How many pages can an editor review in an hour of editing?

Timeframes for editing vary, depending on the level of editing requested and the condition of the paper submitted. The following are estimates:

* *Proofreading* a paper (well-written overall with minimal footnote/bibliography/punctuation changes, etc.): 8-10 double-spaced pages edited per hour.
* *Focused editing* of a paper (requires a thorough review but only in one focus area, e.g., only Turabian/APA citations or only grammar): 6-8 double-spaced pages per hour.
* *Full editing* of a paper (includes formatting, citations, sentence structure, grammar, syntax): 4-6 double-spaced pages per hour.



Will I get an A on a paper edited by the Writing Center?

Editors cannot guarantee a particular grade. They can provide guidelines, writing tips, and help with grammar or technical issues such as citations and formatting. Additionally, as the editors do not always know the preferences of individual professors, edits and margin notes are based on editors’ best interpretation of the Turabian or APA style manuals and Denver Seminary requirements.

Will the editor “perfect” my English and/or writing style?

No. An editor will make corrections for obvious mistakes, but generally will not rewrite or reword the sentences into “perfect” English language, form, or writing. Editors have been asked to retain the style and “voice” of each student in order to preserve the original style and expression of ideas.

Will an editor provide feedback on whether I met all of the syllabus requirements in my paper?

No. While editors may review the assignment requirements (if provided), editing focuses on the technical aspects and mechanics of writing rather than on the content. If a student has concerns about meeting the assignment’s requirements, tutoring is an ideal way to address these questions.

Will the editor correct all the mistakes in my paper?

Depending on the level of edit requested and time allowed, an editor may not correct every mistake in areas such as grammar, citations, bibliography, etc. If there are repeated errors, the editor may correct only the first several instances and then provide guidance on how to address the remainder of the problem areas. We encourage you to review your work for errors both before submitting papers for editing and after receiving them back. Ultimately the quality of a paper is the responsibility of the student.

