Policies

Editing/Proofreading
In compliance with recommendations of the International Writing Centers Association and with the Conference on College Composition and Communication, Saint Mary's University Writing Center consultants do not edit (proofread) papers. We will answer questions and provide feedback on sections or aspects of a paper; however, we will not locate and correct errors for you. You must take an active role in the review process and assume responsibility for final decisions. For doctoral students wishing to hire editors, we provide a list of contacts who are not associated with Saint Mary's University.

Plagiarism
We will help you avoid plagiarism, but we will not respond to papers that contain deliberate plagiarisms or to research papers for which you do not provide sources or documentation. Please visit our website and consult our Avoiding Plagiarism links.

Number of Consultations
You may have one consultation per week (maximum of 1 hour each) and two responses per paper when appointments are available. Questions or papers submitted by e-mail receive responses in the order of submission date and time, and as time is available.

Preparation
For consultations in the Writing Center please bring the following:

1. a printed copy of your paper
2. an electronic copy of your paper
3. your instructor's guidelines for the assignment
4. the style manual for your program
5. research sources, if you have citation questions
6. a data storage device (diskette or flash drive)