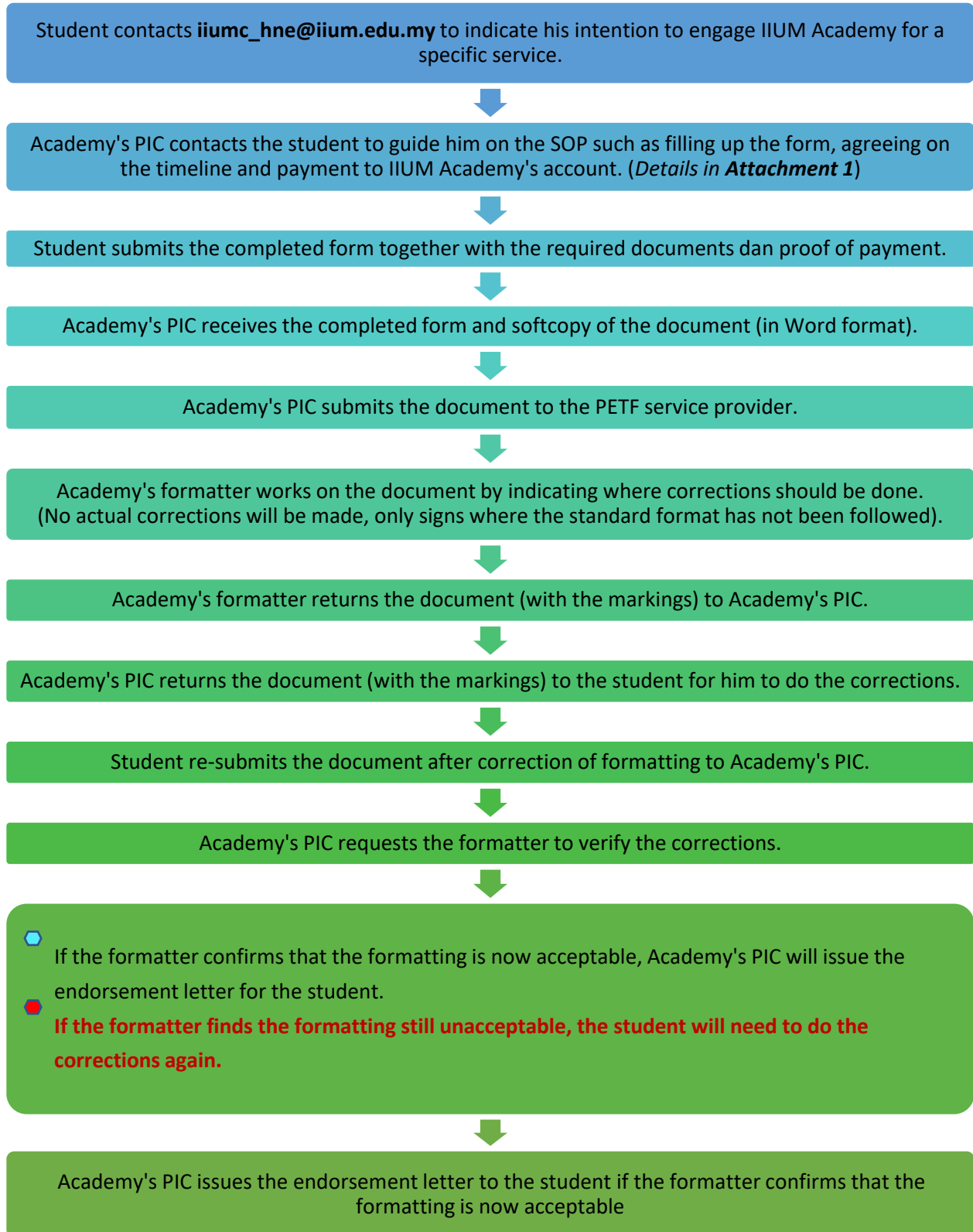


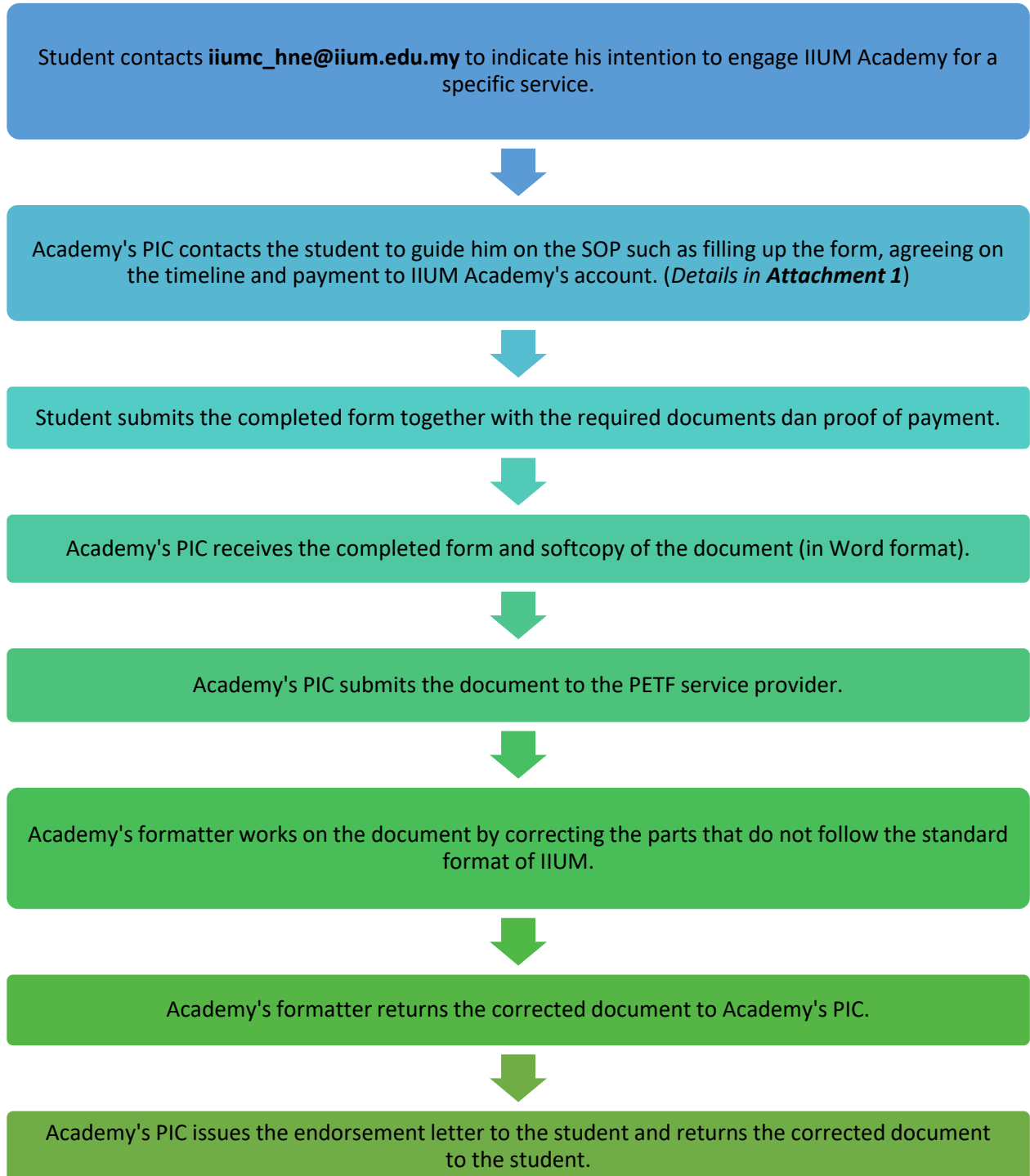
**GUIDELINES  
FOR  
PROOFREADING, EDITING,  
TRANSLATING AND  
FORMATTING SERVICES**

*Prepared by: PETF Unit, IIUM Academy*

## SOP FOR THE PROOFING FOR FORMAT SERVICE



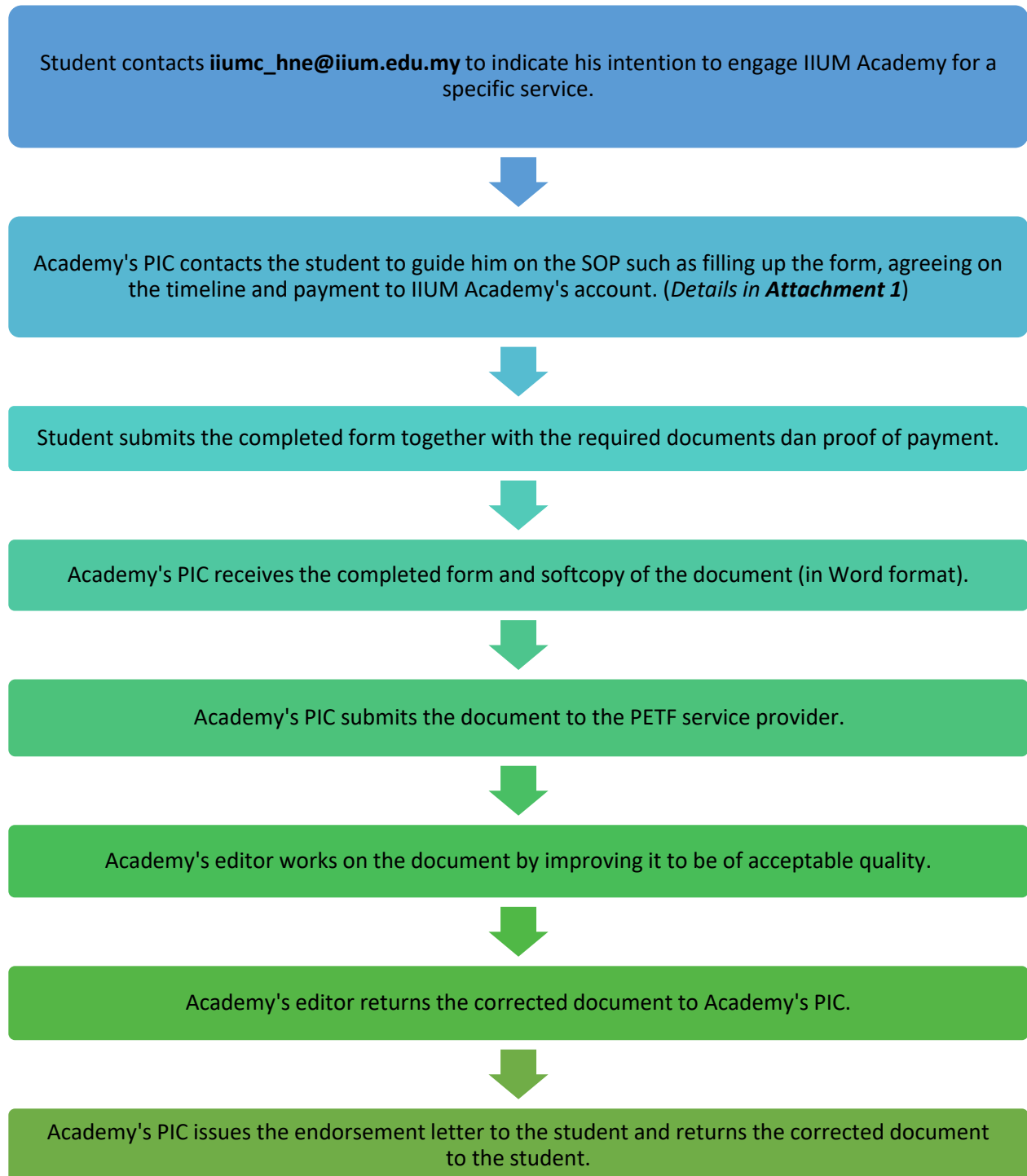
## SOP FOR THE FORMATTING SERVICE



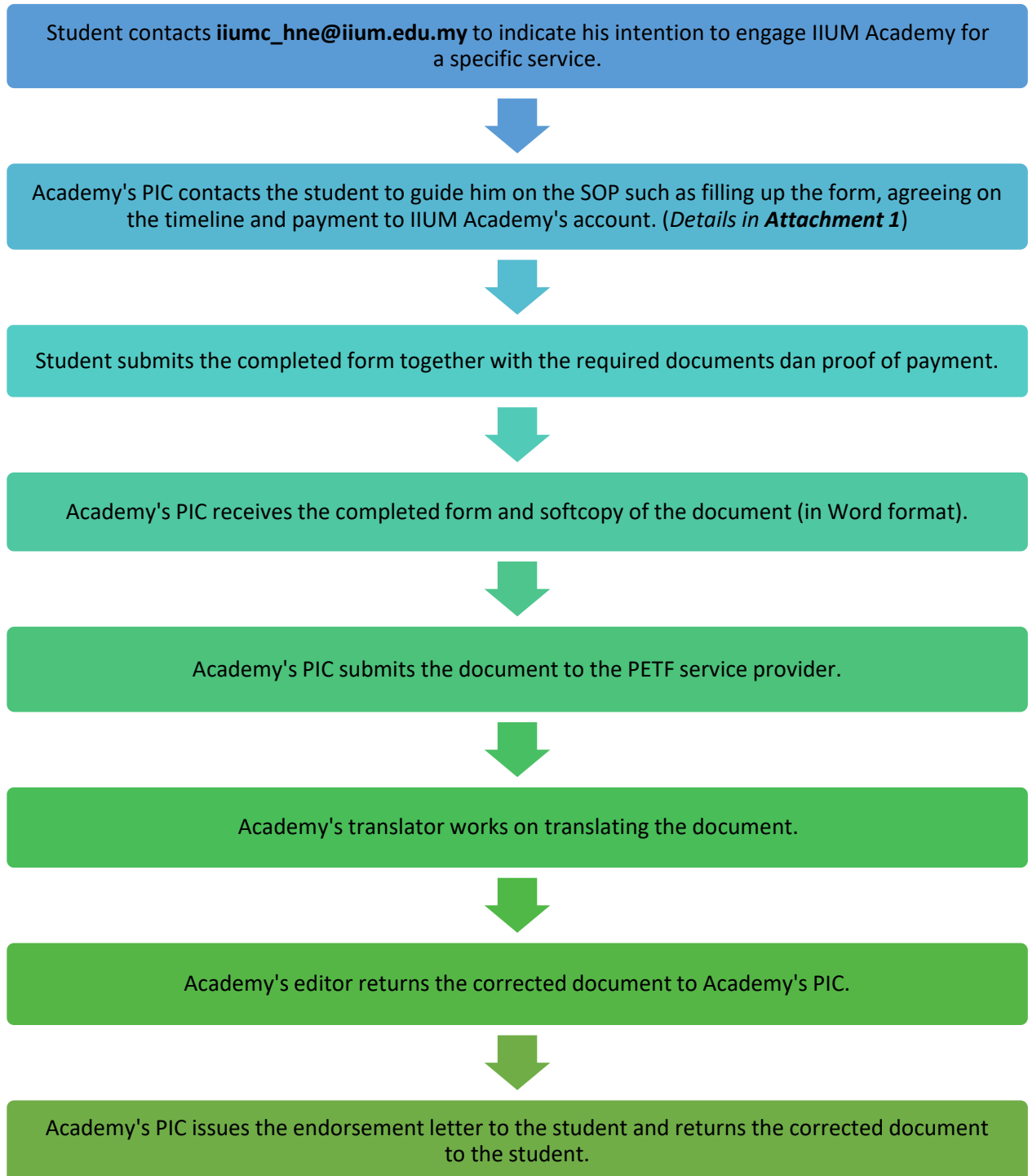
## SOP FOR THE PROOFREADING SERVICE



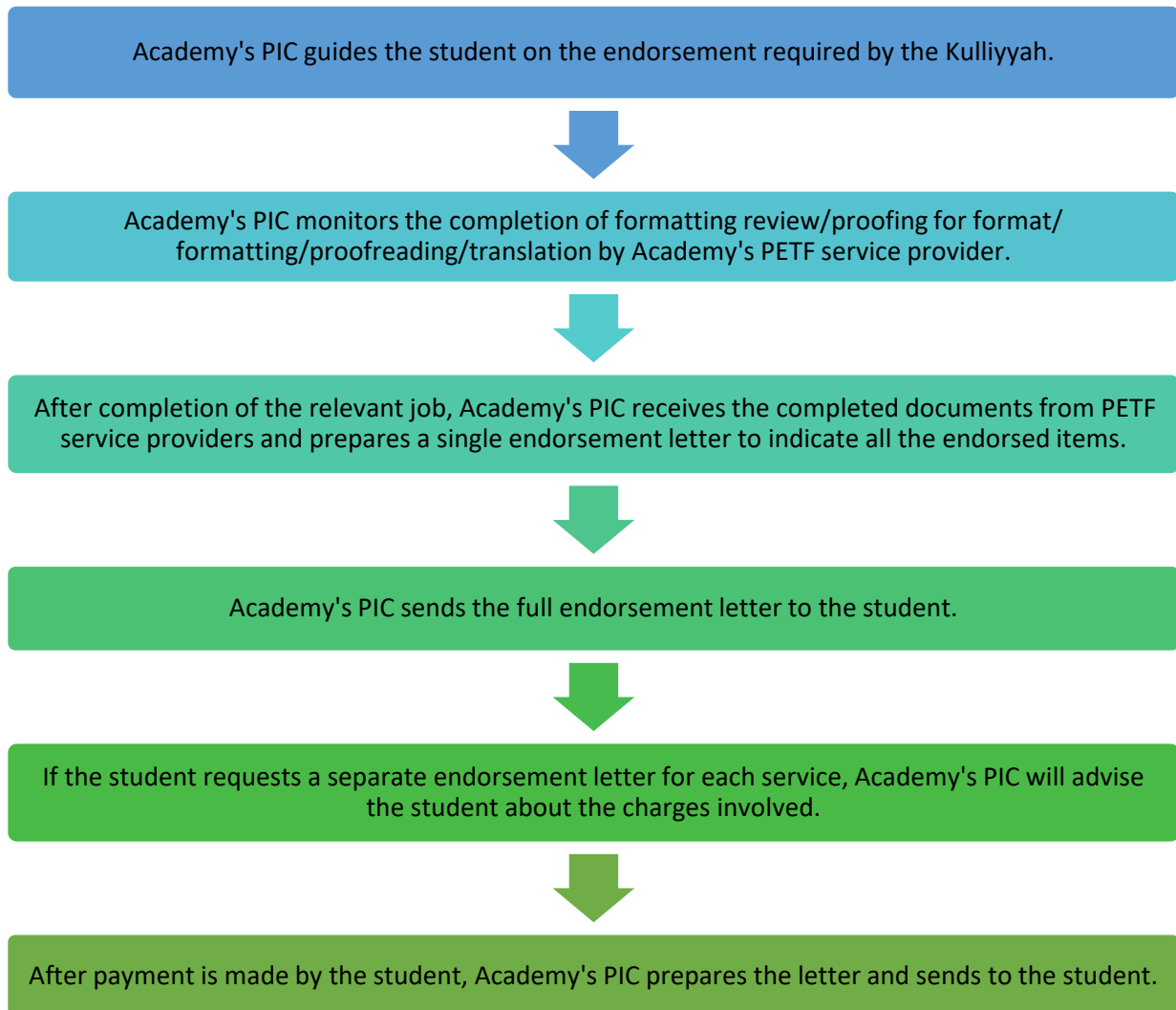
## SOP FOR THE EDITING SERVICE



## SOP FOR THE TRANSLATION SERVICE



**SOP ON FULL ENDORSEMENT FOR HARDBOUND THESIS SUBMISSION  
(if the student engages Academy for any PETF service)**



**SOP FOR THE ENDORSEMENT SERVICE**  
**(for documents proofread or formatted by third parties)**

Student contacts **iiumc\_hne@iium.edu.my** to indicate his intention to engage IIUM Academy for a specific service.



Academy's PIC contacts the student to guide him on the SOP such as filling up the form, agreeing on the timeline and payment to IIUM Academy's account. (*Details in **Attachment 1***)



Student submits the completed form together with the required documents dan proof of payment.



Academy's PIC receives the completed form and softcopy of the supporting documents.



Academy's PIC refers the documents to his superior officer or a PETF service provider.



- If it is confirmed that the items are fit and proper, Academy's PIC will issue the endorsement letter for the student.
- **If it is found that the documents to be endorsed are still problematic, Academy's PIC will refer the matter to Academy's Deputy Dean, who will communicate with the Deputy Dean in charge of postgraduate matters at the Kulliyah to take over the case.**



For the second situation, Academy's PIC will inform the student that in his case, the next course of action depends on kulliyah's instruction.



## ATTACHMENT 1

No.	Service	Description
1	<b>Proofreading</b>	Output will show where amendment/correction is needed, and after amendment is made by the client, a review of the amendment will be done. The client is entitled to the amendment review only once.
2	<b>Editing</b>	Output will show where amendment/correction is done and/or give suggestions for amending the text accordingly.
3	<b>Translation</b>	Translate the documents to other languages (English – Arabic – Malay language)
4	<b>Proofing of Format (IIUM Students Only)</b>	Proofing for format entails checking the conformity of the format used in the document with the IIUM thesis format requirements. Areas to be corrected will be indicated on the document. Soft copy correction is not part of this service.
5	<b>Formatting (IIUM Students Only)</b>	The document will be formatted according to the requirements of IIUM's approved format for theses. The typesetter reworks the document page by page to produce an output with correct formatting.
6	<b>Endorsement</b>	This refers to the issuance of an endorsement letter to indicate the document has meet the necessary requirements.

### Notes:

1. Students are advised to follow the approved standard format for IIUM theses as explained at the website of the Centre for Postgraduate Studies (CPS) if they need to do corrections of formatting. A compilation of the guidelines that are effective as of September 2021 can be accessed at this link: <https://bit.ly/iium-thesis-format>

Students are advised to diligently check the CPS website for possible updates.

2. Only manually typed Arabic/Non-English words (person/place/writeup-reference titles/common Latin terms) will be checked. Any use of auto-translate apps for non-English words to English spelling/alphabet will not be checked as it has a standard format that cannot/should not be changed. Students/writers that use auto-translate apps need to check for themselves that the translated words are correctly spelled and the standardized spelling for that word is used throughout the document.

## **AHAS KIRKHS' APPROVAL FOR THESIS SUBMISSION TO THE EXAMINERS**

Before a postgraduate student can submit his/her thesis for examination, a few checks will be done by the office in-charge of postgraduate affairs at the Kulliyyah. One of the mandatory checks is whether the thesis is formatted accurately according to the standard format required by IIUM.

AHAS KIRKHS has engaged IIUM Academy to carry out this check. The student may complete this requirement by doing one of the following:

1. If the student would like to have another set of “eyes” to look at the details of his/her thesis formatting and intends to do the corrections himself/herself if there are errors, he/she may ask the “proofing for format” service at IIUM Academy to get his documents marked at where the formatting errors occur.
2. The student may also seek full-fledge formatting service that is available at IIUM Academy. In this situation, the formatting will be done by a typesetter approved by KIRKHS.
3. The student may engage a third party to do the formatting of his/her thesis. The formatter must issue a letter attesting that the thesis has been proofread in total. This letter must be presented to IIUM Academy together with Certification of Proofreading and/or Formatting form verified by the supervisor.

To contact the person-in-charge at IIUM Academy, please write to [iiumc\\_hne@iium.edu.my](mailto:iiumc_hne@iium.edu.my).

## **THESIS BINDING APPROVAL PROCESS FOR AHAS KIRKHS POSTGRADUATE STUDENTS**

### **(AFTER THESIS EXAMINATION)**

After thesis examination has been carried out, students are required, in most cases, to make corrections. After post-examination supervisor has indicated to the student that the corrections are complete, there are **THREE** things the student needs to do:

1. Get the whole thesis to be proofread, including the thesis abstracts.
2. If your thesis is in English, get the English abstract translated into Arabic, or if your thesis is in Arabic, get the Arabic abstract translated into English.
3. Ensure that the formatting of the thesis is according to the university-approved typesetting style.

#### **1. How to get the whole thesis proofread?**

The student may seek the service of any reputable proofreader to proofread his/her thesis from the beginning to the end. The proofreader must issue a letter attesting that the thesis has been proofread in total. This letter must be presented to IIUM Academy together with Certification of Proofreading and/or Formatting form verified by the supervisor.

- (The supervisor of the student may also certify that he/she has proofread the whole thesis).
- The student may also seek the KIRKHS proofreading service that is available through IIUM Academy. To contact IIUM Academy, please write to [iiumc\\_hne@iium.edu.my](mailto:iiumc_hne@iium.edu.my)

#### **2. How to get the thesis abstracts endorsed if they are proofread by a third party?**

- The student must seek the KIRKHS endorsement service that is available through IIUM Academy. To contact IIUM Academy, please write to [iiumc\\_hne@iium.edu.my](mailto:iiumc_hne@iium.edu.my)

#### **3. Do I need to re-do the thesis formatting post-examination or post-viva even though I have done it before I submitted my thesis for examination?**

- Your hardbound thesis will be on the shelf of the University's Library and the softcopy is accessible from the web (with certain permissions). Surely you don't want your thesis to look inconsistent, thus it is a good idea to do the Proofing for Format after all corrections have been completed after examination/viva.

However, if you are certain that you have not departed from the formatting that had been approved before the examination, you may produce the formatting endorsement letter that you received before to obtain the full endorsement.

After 1, 2 and 3 have been completed, IIUM Academy will issue an Endorsement Letter to attest that all the necessary checks have been completed.

The student shall then submit the Endorsement Letter together with other required document to his/her department for onward submission to the Office of the Deputy Dean that is in-charge of postgraduate matters at KIRKHS.

From the Office of the said Deputy Dean, the documents will be passed to the Centre for Postgraduate Studies for approval of graduation.