

# Writing Consultants

The LSU Health Shreveport Library's Writing Consulting service assists LSU Health Shreveport faculty, staff, and students with editing and proofreading writing projects. The service is offered free of charge.

As of 2019, almost all of the e-mailed writing consulting requests are outsourced to an experienced scientific editor. Library faculty in Shreveport are still available for in-person consultations, or customized classes about writing. (See guidelines below.)

Send your document as an email attachment to the Writing Consultant Service ([ShvLibWriting@lsuhsc.edu](mailto:ShvLibWriting@lsuhsc.edu)).

This is a service provided for the LSU Health Shreveport community, intended to improve the quality of scholarly and educational writing. Having document(s) reviewed by the service does not guarantee a specific grade, or acceptance of a publication, poster, or presentation.

**LSU Health Shreveport authors always remain responsible for the content of their work.**

## Services at a Glance:

The consultants will:

- Edit documents for grammar, punctuation, syntax, and usage.
- Assist writers in developing and preparing documents for submission and/or publication.
- Review different types of documents, including (but not limited to):
  - Research articles
  - Poster text
  - Grant proposals
  - CVs
  - Resumes
  - Personal statements

## Please Note:

- **We are not subject experts and do not edit for content.**
- All documents will remain strictly confidential.
- Students will receive help with the writing portion of their assignment in terms of organization, grammar, punctuation, etc. The consultants will not do the assignments for the students.

- Any patient information should be de-identified before the document is sent to the Writing Consultant Service.
- No assistance will be provided for theses in the School of Graduate Studies or for any writing assignments that are part of exams.
- Due to time constraints, we are unable to edit dissertations or books.
- Consultants' editing comments may not show up on some mobile devices. For best results, access the returned document on a laptop or desktop computer.

### **Submission Guidelines:**

1. Send your document as an email attachment to the Writing Consultant Service ([ShvLibWriting@lsuhsc.edu](mailto:ShvLibWriting@lsuhsc.edu)).
2. Be sure to link to or attach the submission guidelines for your document.
3. Describe in your email any specific details the consultants should know. Include the formatting style that you should use, such as APA, AMA, etc.

### **The Editing Process:**

1. A consultant will review the document to make sure it follows prescribed guidelines or standards.
2. Throughout the review process, the consultant will leave comments or note suggested changes in the draft.
3. The author of the document will be contacted regarding the final recommendations.

### **Response Time:**

The Shreveport campus consultants are librarians with other duties. Our response time to edit your document may be impacted by our other library responsibilities.

The estimated turnaround time for editing services is based on the length of the paper. Documents of ten pages or less can generally be returned to you within 7-10 business days. Longer documents may require up to three weeks. Please plan accordingly!

### **Faculty Referrals:**

You are welcome to recommend the Writing Consultant Service to your students. However, we would appreciate advance notice if an entire class has a writing assignment with the same deadline. This will help us to prepare so that we can respond to all of the students in a timely manner.

Writing Consultants can provide writing classes for your students. Email us at [ShvLibWriting@lsuhsc.edu](mailto:ShvLibWriting@lsuhsc.edu) to make arrangements for this.

**The Writing Consultants reserve the right to reject any request that falls outside the guidelines described here or any request where academic misconduct is suspected.**