

Writing Consultants

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

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

Submission Guidelines:

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

Be sure to link to or attach the submission guidelines for your document.

Describe in your email any specific details the consultants should know. Include the formatting style that you should use, such as APA, AMA, etc.

Services at a Glance:

The consultant 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

The Editing Process:

A consultant will review the document to make sure it follows prescribed guidelines or standards.

Throughout the review process, the consultant will leave comments or note suggested changes in the draft.

The author of the document will be contacted regarding the final recommendations.

Response Time:

This is not a 24-hour service. 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 2 business days. Longer documents may require up to three weeks. Please plan accordingly!

Important Details:

- 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. (Below are guidelines.)
- This is a **service** provided for the LSU Health Shreveport community, 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 funding proposal, publication, poster, or presentation.
- **This is not a 24-hour service.** The consultant e-mail is monitored multiple times during regular business hours on weekdays. It may not be monitored on university holidays or between semesters.
- **LSU Health Shreveport authors always remain responsible for the content of their work.**
- 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.
- Patient information **MUST** be de-identified prior to submitting a draft for review.
- No assistance will be provided for theses in the School of Graduate Studies, or for writing assignments that are part of exams.
- Due to time constraints, we are unable to edit dissertations or books.
- Consultant editing comments may not show up on some mobile devices. For best results, access the returned document on a laptop or desktop computer.
- The Writing Consultant reserves the right to reject any request that falls outside the guidelines described here, or any request where academic misconduct is suspected.

Requesting Classes on Writing Skills and Referring an Entire Class to the Writing Consultant

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.

To request a Library faculty member speak to your class about writing skills and strategies, contact the Library [Associate Director](#).