

**PROOF OF EDIT (SAJHE/2017/02) DATE: 04 AUGUST 2017**

**FROM:**  
**Louise Keuler (née Greyling)**

Postal address: PO Box 14175, Lyttelton, 0140  
 Physical address: 314 Van Riebeeck Avenue, Lyttelton Manor, Centurion, 0157  
 Cell phone number: 072 263 6805  
 Email address: [louise.jean.greyling@gmail.com](mailto:louise.jean.greyling@gmail.com)  
 Facebook: [www.facebook.com/LouiseKeuler](http://www.facebook.com/LouiseKeuler)  
 LinkedIn: <https://za.linkedin.com/in/louise-keuler-née-greyling-aa746348>

**DECLARATION**

With this I certify that I, Louise Jean Keuler, was paid as freelance editor to edit Joyce West's article (*Self-efficacy, attitude and academic performance of pre-service teachers with regard to an undergraduate research module*) for submission to the South African Journal for Higher Education (SAJHE).

The following services were rendered.

**Editing**

Check and correct sentence length (15–20 words, shorten sentences over 35 words)  
 Lower passive voice count  
 Apply British English language, grammar and vocabulary  
 Prepare the document for distribution or publication through the following:

- clarifying meaning,
- eliminating jargon,
- polishing language by editing for grammar, usage, spelling, punctuation and other mechanics of style;
- checking for consistency of mechanics and for internal consistency of facts;
- inserting head levels and approximate placement of art;
- editing tables, figures and lists;
- ensuring that references in the text are correctly cited in the bibliography;
- notifying the designer of any unusual production requirements.

Editing a manuscript for 'global' issues – clarifying or reorganising a manuscript for content, structure, style, length and level; may involve copy editing, rewriting and negotiating changes with authors.

**Referencing**

Apply American Psychological Association (APA), Chicago Manual of Style (CMS) Harvard or Vancouver referencing style  
 Ensure that references in the text are correctly cited in the bibliography  
 Bibliography: A listing of details of works cited in a document in a format that enables their identification – mainly authors, title, publisher and place and date of publication. There are various conventional styles according to which bibliographies can be arranged.  
 Reference checking: Checking that in an academic document in-text references are included in the bibliography or list of references and that each entry in the bibliography or list of references is arranged according to the relevant academic convention.  
 It should be noted that as Ms West's editor, I did not contribute to the content or research of the thesis. The work is entirely her own and my contribution to it was merely for the sake of clarity and readability.

<b>DESCRIPTION</b>	EDITING OF ACADEMIC ARTICLE SUBMISSION
<b>CHARGED TO</b>	J WEST
<b>RECEIVED BY</b>	LJ KEULER
<b>TOTAL AMOUNT</b>	<b>R255</b>

If you have any questions concerning this proof of edit please feel free to contact:

Louise Keuler (née Greyling)  
 Cell phone number: 072 263 6805  
 Email address: [louise.jean.greyling@gmail.com](mailto:louise.jean.greyling@gmail.com)

