

Directory of Thesis Typists and/or Editors

- These individuals will prepare theses/dissertations for a fee. This service exists because these Typists/Editors have requested that ISU put their name on this list.
- The Graduate College takes no responsibility for the quality or cost of their work. The student is responsible for meeting all requirements regarding final thesis content and format.
- Suggestions:
 - 1) To avoid problems, ask the typist/editor for a written estimate and get the names of several references (other students who have used the same typist/editor). Contact those references for their advice.
 - 2) Before entering into the agreement, determine EXACTLY what will be done and what will not be done by the typist/editor. Put it into writing. You may want to create a simple contract to keep everything clear (i.e. make a **written** agreement of exactly which services will be performed, at what cost, when the payment is due, with a written estimate for each service and the total estimated cost).
- Any agreement reached is between the student and the typist/editor, not with the Graduate College.

Name, Address, Phone, e-mail	Hardware/ Software	Services ¹	Experience/Disciplines	Rates	Preparer's Comments
Donaldson, Allison 0355 Memorial Union ISU, Ames, IA 50011 (515) 294-1023 adonalds@iastate.edu	Assorted	G	References available.	\$15/hour.	Part-time evenings. Can edit.
Ferguson, Tanya Ames, IA 50014 tferg78@gmail.com	MS Word, Excel, Powerpoint, Wordperfect, Works Suite	ABCDF G	Exceptional skills in typing, proofreading and editing. Experience using graphs, charts and tables to organize information. Well versed in APA and MLA writing styles. Ten years experience editing over 50 undergraduate and graduate papers.	\$11/hour for straight typing. Additional services are negotiable.	Fast turn around. Multiple delivery options. One on one services available. Experience working with international students.
Gerleman, Breehan Ames, IA 50014 (515) 296-1493 bbgerleman@hotmail.com	MSWord, MSExcel	BCD F	Master's degree in English; edited 1000+ papers as an English teacher/tutor; experience in professional writing and grammar; 1.5 years experience editing scientific text.	\$10/hour.	Part-time evenings and weekends. Familiar with MLA, APA, AP, & Chicago styles. Will recommend organizational & content change. Provide written estimate of costs.
Hahn, Patricia A. 1505 SE Linn St. Boone, IA 50036 (515) 432-5070 patahahn@yahoo.com	WP7, MSWord, PowerPoint, scanner, color printer	ABCD F	Dozens of theses and journal articles; extensive experience in advanced word processing; type 80 wpm with few errors; specialist in editing and working with students who have special needs.	\$10/hour.	Part-time; time needed depends on the stage of preparation. Enjoy working with international students - especially those with great editing needs.
Jarboe, Judith J. Ames, IA 50014 (515) 292-6314 jjarboe@mchsi.com	PC Windows, XP, MSWord, Excel	ABCD FG	Twelve years experience preparing theses and dissertations. Will work in most disciplines. Excellent typing and proofreading skills.	\$14/hour.	Editing, formatting, proofreading.

¹Services: A Straight typing B Tables C Graphs D Equations / formulas E Convert to PDF F Formatting G Editing

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Rothschild, Denise djroths@iastate.edu	PC, XP, MSWord, Excel	ABCD FG	Typed, edited, proofread, and checked theses at ISU for more than 10 years; 6 years additional experience as a professional editor for students and faculty. All disciplines. References available.	Available on request.	Part-time professional editor; editing, formatting, conversion to PDF; one week or less turnaround; delivery on campus available.
Shivvers, Rebecca 2380 220th St. Ames, IA 50014 (515) 294-3481 shivvers@ameslab.gov	Word, pdf, or hard copy	G	Since 1979, typed, edited, proofread theses and other manuscripts at ISU and other universities worldwide. Masters in Business and Technical Communications. Experience in all disciplines. Edit electronically. Editorial assistant for peer-reviewed journals. Lecturer in English Dept.	\$15/hour.	Can usually complete 1-2 chapters a night. Most clients e-mail manuscripts.
Smay, Terry A. 2044 Pinehurst Drive Ames, IA 50014 (515) 292-6035 (home) (515) 231-2561 (cell) TerrySmay@aol.com	Windows, MSWord	G	Supervised over sixty Master's and about a dozen PhD theses. Sat on several hundred graduate committees, principally in EECE and CS, occasionally in other engineering and non-engineering fields. Professor Emeritus of EECE, on ISU faculty for thirty years.	\$2.00 per double-spaced text page (i.e., not figures, tables, equations, etc.)	Editing of drafts to improve English. Oriented toward international students whose writing needs help but can help anyone needing such help. Send MSWord draft via Email & receive revised draft via Email. One-week or less turn-around.
Switzer, Robin W. 1401 N. Dakota #206 Ames, Iowa 50014 (515) 509-1094 robbswitzer@gmail.com	MSWord	G	ScM Public Health, MS Geography, BS Sociology Edited manuscripts for publication in medical journals, MS theses, PhD dissertations. Teacher of English as a foreign language in China, Thailand and USA.	Available on request.	Specializing in English as a foreign language, editing for foreign faculty, staff, students and professionals.
Vaske, Jo 1118 NW 4 th St. Ankeny, IA 50023 515-964-5454 (home) 515-988-8665 (cell) jvaske@mchsi.com	MSWord	G	Bachelor's degree in English. Edited hundreds of high school and graduate students' papers as teacher/tutor. Edited graduate theses, doctoral dissertations, occasional research papers, and monographs. References available.	Available on request.	Full-time. Time needed depends on stage of preparation and quality of draft. Will edit for grammar, syntax, and usage as well as organization and content. Send MS Word draft via email and receive edited draft via email.
Tim Walker 6417 Prairie Ridge Rd. Ames, IA 50014 (515) 231-8615 walkertimothyj@yahoo.com	Windows XP, MSWord	AFG	15 year career TEFL teacher, wide experience working with international students on term papers and theses.	Available on request.	Full-time, able to devote a lot of time to working one-on-one on improving writing skills as well as the finished product.

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