

MEMO ABOUT FINALISING AND SUBMITTING THE PWC – JULY 2018

At a recent supervisor workshop on the Cases, the Chair of the college's Cases Subcommittee recommended these proofreading service options for trainees needing help to perfect the English and grammar in their cases. Felicity has checked the details, as below:

- <https://www.sfep.org.uk/directory/directory-search/search&keywords=psychiatry/>
The Society of Editors and Proofreaders - this is from a search on their site under "psychiatry". It's all arranged via email, so doesn't matter that the proof-readers are in the UK – and the case needs to be edited for UK English anyway. Trainee would need to email likely-looking editors to get price quotes.
- <https://www.wordy.com/create-order>
Wordy.com – on-line proof-reading service. Cost works out to about \$360 for a 10,000 word case. Choose UK English. In the "Brief" field, trainee tells the editor what they want – i.e. that it should be in professional English such as would be used in a psychiatric journal. If the draft is >10,000 trainee could ask them to reduce the word count as much as they could, without altering the content.

Definitely use a service like this, or find an alternative person to proof-read the English in your Case, if:

- You know that grammar and spelling aren't your strong suit;
- You have English as a second language, no matter how fluent your spoken English is;
- Your wordcount is way over the 10,000 limit.

It is NOT reasonable for your supervisor or any other reviewer of the Case to be expected to correct all your grammar and typos, and the markers require this to be virtually perfect for the Case to pass.

You can get the Case spiral-bound at any copying shop. Rosalynn *might* agree to show you how to do so at the Training Centre as an alternative, no promises. READ THE PWC REGULATIONS AND THE SUBMISSION FORM DETAILS TO MAKE SURE YOU FOLLOW ALL THE REQUIREMENTS WHEN SENDING IT IN!

<https://www.ranzcp.org/Files/ranzcp-attachments/PreFellowship/2012-Fellowship-Program/RPP-PSYCHOTHERAPY-WRITTEN-CASE.aspx>

Always use a good overnight courier to send your Case to the college. NEVER USE ORDINARY POST WHICH IS VERY SLOW TO AUSSIE! If you're up against the wire time-wise, you're allowed to get the Case to the courier company here by *5pm Melbourne time* (usually 7pm NZ time) on the deadline day. That's a special rule for New Zealand trainees. Rosalynn has the name of a good overnight courier that others have used.

If you have difficulty locating your supervisor to sign off the [Submission Form](#), email your DoT (Felicity, in Auckland) to figure out options. Make sure you arrange this well before the deadline!