



STRATEGIES FOR EDITING

What's the difference between revising and editing?

REVISION	EDITING
<p>Look for problems with:</p> <ul style="list-style-type: none"> • Meeting requirements of the prompt • Organization • Thesis • Paragraphing <ul style="list-style-type: none"> - Topic sentences - Development and support of ideas 	<p>Look for problems with:</p> <ul style="list-style-type: none"> • Sentence clarity • Grammar • Punctuation • Spelling • Citation

What are some tips for editing my work?

1. **Read aloud:** Your ear will give you feedback that your eyes do not. Listen for words, phrases, or sentences that stick out to you as awkward or difficult to read. Come back to those places to rework the wording.
2. **Evaluate your sentences:**
 - *Express your ideas through strong, active verbs and nouns, rather than relying on adjectives and adverbs (Murray 39).*
 - Verbs are usually thought of as action words.

- Nouns are people, places, and things—these are the main characters of our sentences, or the agents that perform the action.
- *Keep the subject of the sentence "short, concrete, and specific" and as close as possible to the verb of the sentence* (Booth et al 255). For example:
 - **"This book rests** on two beliefs: it is good to write clearly, and anyone can do it" (Williams and Bizup 2)
 - In this sentence, **the subject** is "this book" and **the verb** is "rests." They are short and specific, and right next to one another.
- *Use the passive voice sparingly* (Murray 39)
 - Example of passive voice: The problem was solved by a team of experts.
 - Example of revision into active voice: A team of experts solved the problem.

3. Use spell-check and grammar-check: These are free tools in Microsoft Word, and they help!

4. Use a handbook: Even experienced writers consult rule books. Handbooks and style manuals can be especially helpful as you review grammar and work on citations (Gottschalk and Hjortshoj 92). In the Writing Center, we have *The St. Martin's Handbook* and *The Bedford Handbook* available for students to use as a reference.

5. Consult an online Writing Center: On a college or university Writing Center website, you can often find handouts or exercises that can help you. We recommend the Purdue OWL, the Tips and Tools from the University of North Carolina at Chapel Hill, or the Writer's Handbook from the University of Wisconsin.

6. Visit the Writing Center: If you suspect that your word choice, sentence style, or grammar need help, make use of a peer tutor who can help you identify and correct errors. Remember that Writing Center tutors aren't there to edit your paper for you, but they can help you identify patterns of error and know how and why to fix them.

Works Cited

- Booth, Wayne, et al. *The Craft of Research*. 3rd ed., U of Chicago P, 2008.
- Gottschalk, Katherine and Keith Hjortshoj. *The Elements of Teaching Writing: A Resource for Instructors in All Disciplines*. Bedford/St. Martin's, 2004.
- Murray, Donald M. "Making Meaning Clear: The Logic of Revision." *The Journal of Basic Writing*, vol. 3, no. 3, Fall/Winter 1981, pp. 33-40.
- Williams, Joseph M. and Joseph Bizup. *Style: Lessons in Clarity and Grace*, 11th ed., Pearson, 2014.