



Editing

Global Revisions to Watch For

- Focus
- Organization
- Content
- Style
- Citation

Focus

- Is the thesis clear?
- Does the author drift off topic?

Organization

- Are ideas presented in an intuitive order?
- Is each idea clearly recognizable?
- Would headings be useful?

Content

- Are ideas properly developed?
- Does the author's outside support make his/her case?
- Are any important points missing?

Style

- Is the voice appropriate to the material?
- To the intended audience?
- Is the writing clear?
- Is the writing engaging?

Citation

- Are all quotations accurate to the word?
 - Do they require brackets or ellipses?
- Are all quotations cited?
- Has all source material been cited?

Revision notation: Abbreviations

Are all abbreviations clear and consistent?

- Circle and mark: **abbr**
- Example: "... from Dec. 10th through January 15th..."

Agreement

- Is there proper agreement between subject/verb, pronoun/reference, and so on?
- Circle each and mark: **agr**

Example:

"The slaughter of pandas for their pelts have caused the panda population to decline drastically."



Example with *and*:

Jill's natural ability and her desire to help others has led to a career in the ministry.



Examples with *or*:

"If a relative or a neighbor are abusing a child, notify the police."

"Neither the lab assistant nor the students was able to download the program."

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- Note: Singular terms can appear plural:
 - Titles: *Three Sisters, Lost Cities, Dogs of War* – Singular
 - Company Names: United Parcel Services, Gallo Brothers - Singular

Run-on sentences

- Circle and mark: **run-on**

Example:

Wrong: "Gestures are a means of communication for everyone they are essential for the hearing-impaired."



Right: Add a comma and a conjunction.

“Gestures are a means of communication for everyone, but they are essential for the hearing-impaired.”

Right: Add a semicolon.

“Gestures are a means of communication for everyone; they are essential for the hearing-impaired.”



Right: Restructure the sentence.

“Although gestures are a means of communication for everyone, they are essential for the hearing-impaired.”

Right: Make the clauses two separate sentences.

“Gestures are a means of communication for everyone. They are essential for the hearing-impaired.”

Capital/lower case letters

- Where a letter should be capitalized, circle and mark: **cp**
- Where a letter should be lower case, circle and mark: **lc**
- Alternately, cross out the letter and write in the correct case.

Sentence fragments

- Circle and mark: **frag**.
- Example:
- “Patricia arrived on the island of Malta. Where she was to spend the summer restoring frescoes.”

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- Example:
 - “It has been said that there are only three indigenous American art forms. Jazz, musical comedy, and soap operas.”

Italics / Underlining

- Circle and mark: ital.
- Italicize typed material. Underline handwritten material.
- Italicize titles of books, films, magazines, artwork, and so on. *Time* magazine. Neal Stephenson's *Snow Crash*.
- Italicize names of ships, trains, aircraft, and spacecraft.

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- Foreign words: *per diem*, *habeas corpus*, *laissez-faire*.
 - Words as words:
 - “His *maybe* clearly meant no.”
 - “She had difficulty pronouncing the letter *s*.”
 - Do not italicize merely for emphasis.

Numbers

- Circle and mark: **num**
- Spell out numbers of one or two words.
- Use figures for numbers of more than two words
- Incorrect: “In a nineteen-eighty-six bank robbery, 5 men led the police on a one hundred and fifteen mile car chase.”

- **Exceptions? Plenty.**

- Dates: August 6, 1991
- Addresses: 131 High Street
- Percentages: 55 percent (or 55%)
- Fractions, decimals: $\frac{1}{8}$, .05
- Statistics: Average age of 12
- Surveys: 4 out of 5
- Exact amounts of money: \$23
- Divisions of books: Volume 3, Chapter 4
- Identification numbers: Room 15, Sample 2, Seat 9
- Time of day: 4:00 P.M.

Passive Voice

- Circle and mark: **pass**

Spelling Errors

- Circle and mark: **sp**
 - Beware the incorrect homonym:
 - “I’ve never been their.”
 - “I want too go too to different lakes, but their two far apart.”

Inappropriate word choice

- Circle and mark: **appr**
- Examples:
 - chairman vs. chairperson (or chair)
 - fireman vs. fire fighter
 - postman vs. postal carrier
 - freshman vs. freshperson vs. frosh

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- Bad: “All executives’ wives are invited to the picnic.”
 - Good: “All executives’ spouses are invited to the picnic.”
 - Also good: “All executives’ partners are invited to the picnic.”
 - Note: changes content from original statement.
 - Best (if possible): “All executives are invited to bring a guest.”
 - An even more significant content change.

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- He, she, he or she, he/she...
 - Be gender neutral when appropriate.
 - You may not use “they” to reference a singular subject.

Awkward

- Catch-all term for anything that's unclear or hard to follow.
- Circle/underline and mark: **awk**