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."
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: \textit{frag}.

- Example:
  - “Patricia arrived on the island of Malta. Where she was to spend the summer restoring frescoes.”
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.
• 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: \textbf{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
- **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.
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