

# The Editing Process

The editing process is neither quick nor easy. It involves three stages: Revising, Editing, and Proofreading.

## Revising

To “revise” literally means to “see again”. Look at your essay objectively as though you are reading it for the first time.

Revising allows you to focus your purpose for writing, establish a clear thesis statement, and organize your ideas.

Look at the structure of your written assignment. Once you revise, you must produce another draft for the next stages of the editing process.

## Here is a revising checklist:

- ☐ Is your thesis clear?
- ☐ Is your argument sound?
- ☐ Do you clearly state a main point throughout the writing?
- ☐ Have you proven your argument?
- ☐ Is your argument supported? Is it strong and cohesive?
- ☐ Do you have any vague or unsupported ideas? If so, remove them or clarify and support them.
- ☐ Does the essay flow logically?
- ☐ Is the writing organized into logical sections?
- ☐ Can you summarize your main point and the supporting points?
- ☐ Are the paragraphs arranged in a logical order?
- ☐ Does each of your paragraphs link to the others and to your main point?
- ☐ Does your conclusion logically flow from your body paragraphs?
- ☐ Are there any ways that you can improve the organization, logic, and flow?
- ☐ Who are your readers, and what is your purpose for writing?
- ☐ Will it make sense to a new reader?
- ☐ Will anyone even be interested in reading what you have written?
- ☐ Have you met your purpose for the intended audience?
- ☐ Does the content make sense? Do you see what the point is?
- ☐ Have you reduced unnecessary words?
- ☐ Is your writing coherent?

# Editing

Editing is different from revising because it focuses on the specific details in grammar, style, voice, consistency, formatting, and clarity in a piece of writing. It does not deal with the addition or removal of content in the writing.

Once you've implemented the changes from the revision, print out a clean draft for editing.

Begin by reading out loud; sometimes you may catch mistakes if you hear them. In addition, get someone else to read and edit your work.

## Identifying common errors

- parallelism
- run-on sentences
- quotations (direct and indirect)
- comma splices
- fragments
- wordiness
- passive voice
- mixed construction
- verb tenses
- dangling modifiers
- style problems
- words frequently misused

## Proofreading

Proofreading includes searching your writing for errors, both grammatical and typographical, before submitting your paper. It's checking for the unintentional errors in content, structure, and presentation.

Once you've implemented the changes you made from editing, print out a clean draft for the proofreading stage.

- Check your spelling (Do not use spell check. Try the dictionary.)
- Look for typos and doubled up words.
- Look for apostrophe errors.
- Read backwards. Start with the last sentence and read it for any errors. Once you agree it makes sense, start with the second last sentence and repeat the same process until you reach the first sentence in your essay.
- Read your paper from beginning to end after reading backwards to catch any other errors in meaning or content.

Keep track of the errors that you make for the next paper, so you can make the editing process easier next time.

## Student Learning Centre

Call: 905.721.8668 ext. 6578

Email: [studentlearning@ontariotechu.ca](mailto:studentlearning@ontariotechu.ca) Downtown Oshawa Location: 61 Charles St.

Website: [ontariotechu.ca/studentlearning](http://ontariotechu.ca/studentlearning) North Oshawa Location: Student Life Building



This document is licensed under Attribution-NonCommercial 4.0 International (CC BY-NC 4.0). For more information visit [creativecommons.org/licenses/by-nc/4.0/](https://creativecommons.org/licenses/by-nc/4.0/)