

**Included in this kit:**

1. Editing Strategies
  - a. The global edit
  - b. Picking a destination
  - c. Revising grammar, structure, flow, and word choice.
2. Self-editing checklist.

## The Global Edit Strategy

### What is it?

A Global Edit is a strategy used to review and revise your writing as a whole (the globe). This strategy is most useful at the beginning stage of your revision process.

### How to Global Edit?

Start by reviewing your assignment in its entirety.

Complete a full read through, noting any questions or comments you may have. Some suggested prompts are listed below.

Global edits require you to ask questions:

- What is the main purpose of this writing? Have I met this purpose?
- What is the organization of this assignment?
- Is my structure clear?
- Is my argument stated clearly?
- Are my ideas communicated clearly? Do they connect back to the main idea?

Once you have completed your global edit review, pick a destination and begin a closer review.

## Pick A Destination

### What is a destination for revising?

Picking a destination means focusing on a specific part of your writing.

Your destination will require you to ask questions:

- Are you editing your grammar? Structure? Sentence format?
- Are you revising content?
- Are you addressing the flow of your writing?
- Have you included relatable connections?
- Have you revised specific parts of your writing, such as introduction or conclusion?

### How to revise based on the destination?

#### Grammar:

Grammar includes:

- Punctuation – ensure that you are using it properly.
- Using apostrophes correctly.
- Pronoun agreements.
- Subject-verb agreement.
- Word choice.
- Proper capitalization.
- Active and passive voice.

How to revise:

- Insert or omit information to create succinct sentences.
- Check your communication – ensure that your writing is conveying what you are hoping for.
- Add clarity by using proper punctuation or phrasing.
- Read, rewrite and review

\*See *Grammar Basics Bundle* for more information

## Structure:

### Sentence Structure

- Your sentences should clearly communicate an idea.
- Each sentence should include proper punctuation (periods, commas, etc.)
- Be mindful of using conjunctions, agreements, etc.

### Paragraph Structure

- Each paragraph should include an introductory statement, discussion of your ideas, connection to the main idea, and transitional link to the next paragraph.
- Each paragraph = one idea

## Flow:

Strong writing includes a good flow.

Flow refers to how your writing/ideas connect together. This should be done in a way that naturally connects, and discusses, your evidence and claims.

Some ways to ensure good flow:

- Have a strong outline/map for your writing in your introduction.
- Use transitional links from paragraph to paragraph.
- Ensure that you are piecing information together in a logical sequence.
- Avoid generalizations/vagueness. Be specific.

## Word Choice:

Selecting accurate language for your writing is critical.

Ensure that you are using the proper word for what you are trying to say.

Here are some examples of words that are often confusing.

- Affect vs. Effect
- Choose vs. Chose
- It's vs. Its
- To, Too and Two
- There, their, and they're

## **Additional Resources:**

**Visit our website:** <https://www.trentu.ca/durham/supports-services/academic-skills>

**How to guide for editing your writing:**

<https://www.trentu.ca/academicskills/how-guides/how-edit-your-writing>

**A checklist to guide your global edit:**

Global Edit	Yes or No
Have I met the main purpose of the assignment?	
Is my organization clear?	
Have I stated my argument clearly?	

# *Self-Editing Checklist*

## **Tips and Tricks**

### **★ Take your time.**

- Start early. Finish early.
- Leave space to read thoroughly, take notes, explore ideas, brainstorm, and edit

### **★ Make a new outline after you finish your first draft.**

- Even if you did an outline before writing, go back and see if you can easily identify your thesis statement, topic sentences, sub-arguments, and evidence. Check to see if your introduction and conclusion draw the reader in and help them to understand why they should be interested in and care about your topic

### **★ Do a global edit first. Do a second edit focused on spelling, grammar, and style.**

- Edit your paper first for content. Does your argument make sense? Are you using evidence effectively? Is it structured coherently?

### **★ On your second edit, read aloud and edit paragraphs in random order**

- When we read aloud and/or edit our paragraphs in random order, we are more likely to see what's really on the page rather than what we think we wrote.

### **★ Revisit the assignment instructions periodically.**

- It's easy to go off on a tangent or forget some of the criteria

## **Content**

Component	Is it/Are they...
Thesis statement	<ul style="list-style-type: none"> <li>• Clearly identifiable and a solid "umbrella" statement that covers all the other opinions and evidence in the rest of the paper?</li> <li>• At or near the end of your introduction (or in a more appropriate place, depending on the assignment) ?</li> <li>• A statement of opinion or perspective</li> <li>• A response to a question?</li> </ul>
Topic Sentences	<ul style="list-style-type: none"> <li>• Clearly identifiable?</li> <li>• The single central idea in each paragraph?</li> <li>• A statement of your opinion or argument?</li> <li>• An aspect of your overall thesis?</li> <li>• A response to a question that falls under your main question?</li> </ul>
Sub-arguments	<ul style="list-style-type: none"> <li>• Clearly identifiable?</li> <li>• Related to and supportive of your topic sentence in each paragraph?</li> <li>• Supported by solid evidence from your data?</li> </ul>
Evidence	<ul style="list-style-type: none"> <li>• Drawn from appropriate sources that you read thoroughly using the SQR3 Method?</li> <li>• Organized into "APE" (Argument - proof - explanation) structure?</li> <li>• Properly documented?</li> <li>• Paraphrased or quoted directly in appropriate proportions for your subject?</li> </ul>
Introduction	<ul style="list-style-type: none"> <li>• A clear progression from general comments to a thesis statement that is a specific response to a question?</li> <li>• At least four sentences long?</li> <li>• Complete, including important background, information about your topic, such as the title and author of a source you are summarizing, reviewing, or analyzing?</li> </ul>
Conclusion	<ul style="list-style-type: none"> <li>• Complete, including a thesis restatement and at least four sentences that make the paper feel "finished"?</li> <li>• An explanation of the importance of the topic?</li> <li>• Convincing?</li> </ul>
Criteria	<ul style="list-style-type: none"> <li>• An appropriate length/word count?</li> <li>• In line with the rubric or assignment instructions?</li> </ul>
Resources	<ul style="list-style-type: none"> <li>• In line with instructions in this course?</li> </ul>

## Style

Component	Do you...
Structure	<ul style="list-style-type: none"> <li>Follow a format that makes sense for the assignment or is required by the criteria?</li> <li>Have some form of introduction and conclusion?</li> </ul>
Paragraphs	<ul style="list-style-type: none"> <li>Organize your ideas into coherent paragraphs around a single idea?</li> <li>Write in groups of between 6 and 10 sentences?</li> <li>Break your ideas at an appropriate point so that your paragraphs are an appropriate length and each centres on a single organizing idea?</li> </ul>
Sentences	<ul style="list-style-type: none"> <li>Vary your sentence length?</li> <li>Use simple, complex, and compound sentences?</li> <li>Connect your ideas using words such as "however", "as a result" or "therefore" rather than just "and", "but" and "so"?</li> <li>Make sure you are coherent by reading aloud?</li> </ul>
Diction and Tone	<ul style="list-style-type: none"> <li>Understand who your audience is?</li> <li>Understand the level of formality required?</li> <li>Avoid using "you" as a universal pronoun?</li> <li>Avoid using first person unless it's absolutely necessary?</li> <li>Avoid slang?</li> <li>Use terminology that is specific to your discipline?</li> <li>Avoid jargon?</li> <li>Explain acronyms or initialisms before using them?</li> </ul>
Quotations and Paraphrases	<ul style="list-style-type: none"> <li>Show the relationship between and link quotations to your own ideas?</li> <li>Understand when to use direct quotations and when to paraphrase?</li> <li>Paraphrase using no more than 1/3 of the original language from the source?</li> <li>Add further clarification to your phrases?</li> <li>Attribute/document all paraphrases and direct quotations using the correct citation format?</li> </ul>

## Mechanics

Component	Have you...?
Grammar	<p>Checked for these common grammatical problems?</p> <ul style="list-style-type: none"><li>• Misuse of apostrophes</li><li>• Word confusion</li><li>• Sentence fragments</li><li>• Run-on sentences</li><li>• Semicolon abuse</li><li>• Comma abuse</li><li>• Subject-verb agreement</li><li>• Capitalization mistakes</li><li>• Misplaced modifiers</li></ul>
Spelling	<ul style="list-style-type: none"><li>• Checked the words you most commonly misspell after identifying these?</li><li>• Checked names of authors against your sources?</li><li>• Checked titles against sources?</li><li>• Checked the spelling and usage of important terminology?</li><li>• Checked the 100 most commonly misspelled words?</li><li>• Used your spellchecker and double-checked errors?</li><li>• Learned about your own spelling habits?</li><li>• Checked for consistency when there are alternate spellings of a word?</li><li>• Proof-read your paragraphs and sentences out of order and out loud?</li></ul>

## Formatting and Citation

Component	Have you...?
Formatting	<ul style="list-style-type: none"><li>➤ Checked how numbers are expressed in your text?<ul style="list-style-type: none"><li>○ In MLA style, numbers that can be expressed in one or two words are spelled out, and other numbers are represented by numerals.</li><li>○ In APA style, numerals are used to express numbers 10 and above.</li></ul></li><li>➤ Indicated which words and phrases in the text of your essay are titles?<ul style="list-style-type: none"><li>○ Quotation marks should be placed around the titles of chapters of books, articles, short stories and short poems.</li><li>○ The titles of longer works, such as complete books, journals, plays, and films should be in italics.</li><li>○ Follow rules of documentation style for footnotes and in-text citations, which may be different.</li></ul></li><li>➤ Quoted properly and introduced your quotations using the correct punctuation?</li><li>➤ Included page numbers in the proper place?</li></ul>
Citation	<ul style="list-style-type: none"><li>➤ Cited all of your sources using an acceptable style, and stuck to this style consistently throughout?</li><li>➤ Included in your final list of references...<ul style="list-style-type: none"><li>○ In MLA or APA style - all the works you have cited?</li><li>○ For Chicago style (footnoting) - all materials you have consulted?</li></ul></li><li>➤ Included all the information your instructor needs on your title page?</li></ul>
Resources	<ul style="list-style-type: none"><li>➤ Used the <a href="#">appropriate style guide</a></li></ul>