



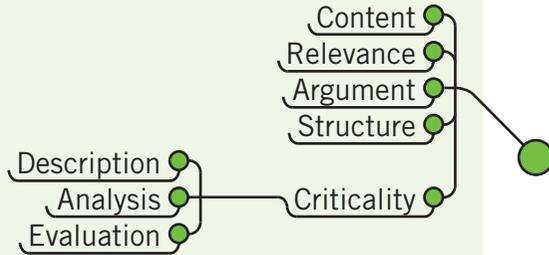
REVISING, EDITING AND PROOFREADING

Use these guides in your writing process to check for common errors, language used, formatting, references and citations, and much more.

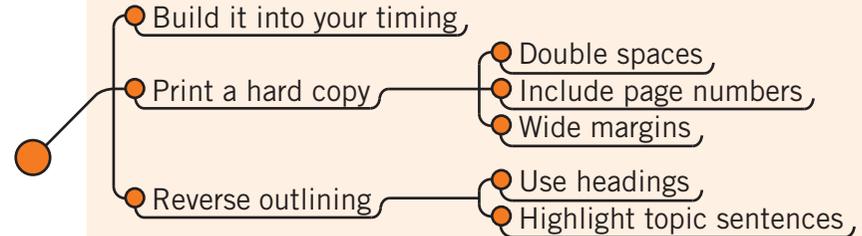


REVISING

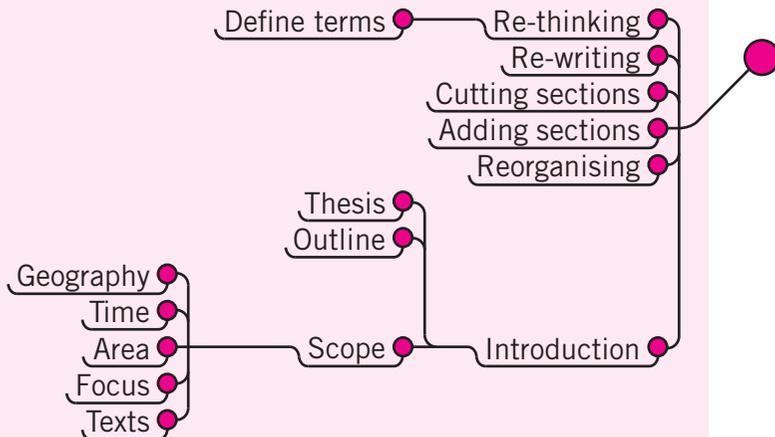
KEY ISSUES



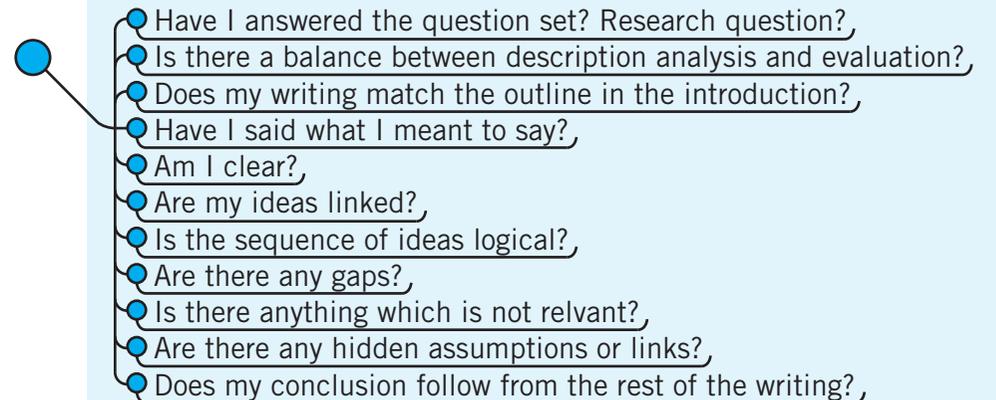
TIPS AND TRICKS



FOCUS



QUESTIONS



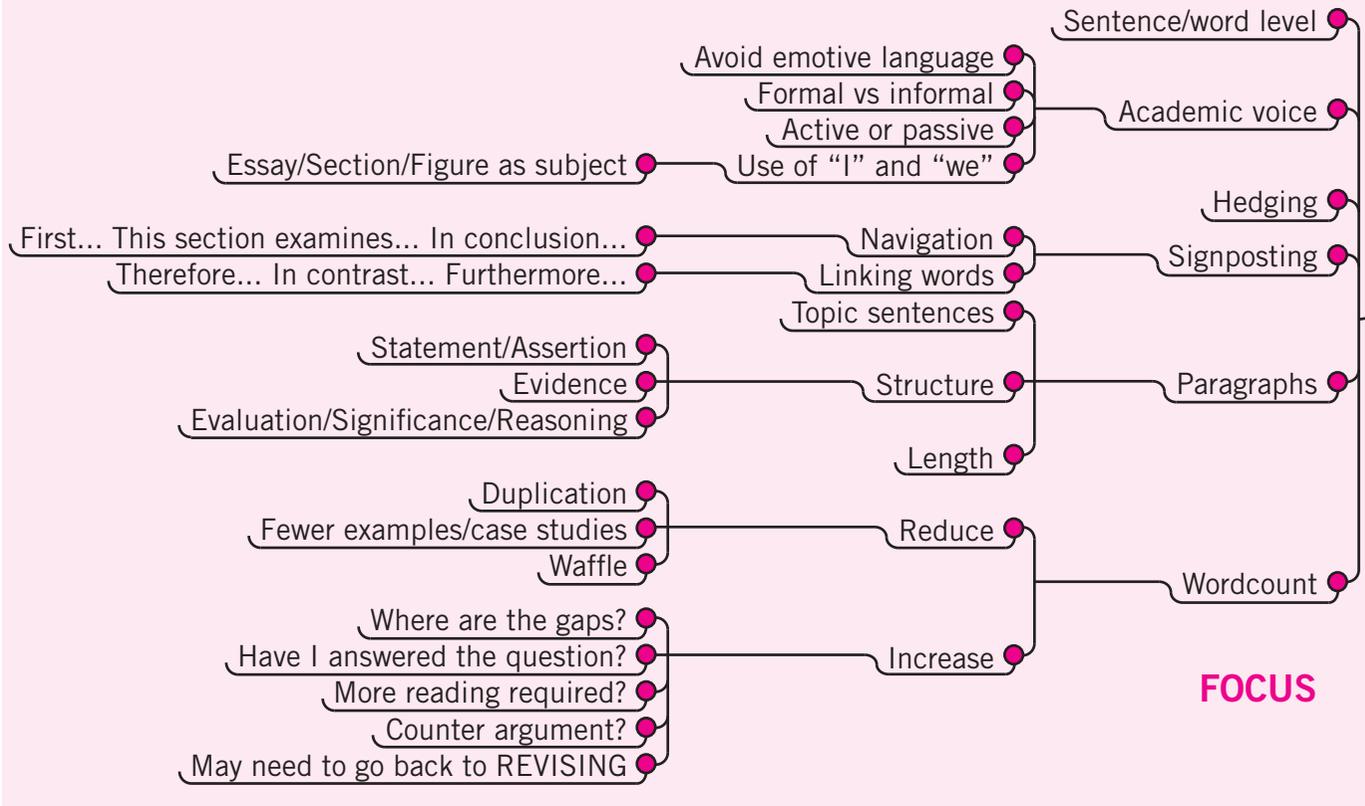
KEY ISSUES

Making it easy for the reader
Genre

TIPS AND TRICKS

- Build it into your timing,
- Leave a day between edits,
- Read it from your audience's point of view,

EDITING



- What is the main focus?
- How can I show the structure of my argument?
- Does every sentence do some work to support my thesis?
- Am I clear?
- What does the genre require?
- Are there any discipline specific requirements?

QUESTIONS

KEY ISSUES

- Details
- Accuracy
- Departmental requirements
- Tutor preference

PROOFREADING

TIPS AND TRICKS

- Build it into your timing
- Use technology
 - Word tools
 - Spelling
 - Grammar
 - Use "find" to locate and change repeated words, 'z' common errors
 - Use ¶ to check layout errors
- Check meaning
 - Google
 - British National Corpus
 - Oxford English Dictionary
 - Use a thesaurus to find variations
- Read aloud
- Turn it upside down
- Read it backwards
- Use a guide
- Make a list of your common mistakes
 - Subject/verb agreement
 - It's vs Its
 - X But... And... Because...
- Separate your focus
 - 1) Check language
 - 2) Check appearance
 - 3) Check referencing

- Language
 - Punctuation
 - Spelling
 - British vs American English
 - Grammar
 - Syntax
 - Wrong words
 - Lack of vocabulary
 - Avoid repeating the same word
 - Abbreviations
 - Typing errors
- Appearance
 - Layout
 - Line spacing
 - Margins
 - Spaces
 - Quotations
 - Font
 - Font size
- Numbering
 - Pages
 - Sections
 - Figures, Tables
- Figures, Tables
- Referencing
 - Harvard
 - Numerical
 - MHRA
 - Other
 - APA
 - IEEE
 - OSCOLA
 - Royal Society of Chemistry
 - Vancouver
- Names: check family or given?
- Spaces, full stops, brackets, colons

FOCUS

QUESTIONS

- Is there a "house" style for my department?
- Does it read well?
- Am I clear?
- Which referencing system is required?
- Does every citation have a reference?
- Does every reference have a citation?
- Is every citation near to the content?
- Does it make sense?
- Have I used technical vocabulary accurately?