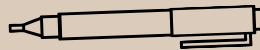


# REVISING AND EDITING

Good writers do not just sit down, write one perfect draft, and turn it in. They spend much time revising and rewriting. They evaluate their writing and see what works and what doesn't, then rewrite to make the text better. Finally, they focus on removing any remaining small errors that may distract the reader from your ideas.



1

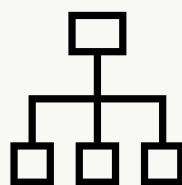
## THESIS/INTRO

Does your intro paragraph introduce the topic clearly? Is the thesis, or main idea, present and easy to identify?

## DEVELOPMENT

Do all of your body paragraphs support your thesis? Have you supported each main point with enough evidence?

2



3

## ORGANIZATION

Are the paragraphs arranged in logical order? Are there transitions between paragraphs? Do the sentences in each paragraph support a single topic sentence?

## CONCLUSION

Does your conclusion express your final thoughts and bring the paper to a smooth close? Does the paper feel complete?

4



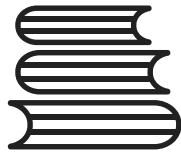
5

## CLARITY AND STYLE

Are there any terms or sentences that may be unclear to the reader? Is your tone and word choice appropriate? Did you vary the length of your sentences?

"Good writing is essentially rewriting."

-Roald Dahl, author of *Charlie and the Chocolate Factory*



6

## CITATIONS

Do all ideas, quotes, paraphrases have in-text citations? Are all of your sources documented appropriately on your Works Cited or Reference Page?

## FORMAT

Is the paper in the correct format as assigned? Consider margin width, headers, spacing, page numbering, etc.

7



## PROOFREADING



8

Are any words misspelled? Are there any mistakes in grammar or punctuation? Do not rely on spellcheck or grammar check, as these may miss many mistakes.

### Helpful Tips for Revising and Editing

- Have someone else look over your paper. A pair of fresh eyes can catch errors you may have missed.
- Focus on higher order concerns first, like your development and organization. You do not want to be worrying about punctuation when you may end up changing or deleting a sentence altogether. Deal with lower order concerns like proofreading at the end.
- Read the paper out loud. You will hear how words sound together and can often catch errors this way.
- Read the paper backwards, sentence by sentence. This helps you focus on the grammar, punctuation, and spelling because you won't be distracted by content issues.
- Avoid citation generators, as these often make errors. Use the appropriate style guides.

### Resources

Kelly, William J. and Deborah L. Lawton. *Discovery: From Sentence to Paragraph*. 4th ed. Pearson Education, 2007.

University of North Carolina at Chapel Hill. "Editing and Proofreading." *The Writing Center*, 2023, [writingcenter.unc.edu/tips-and-tools/editing-and-proofreading/](https://writingcenter.unc.edu/tips-and-tools/editing-and-proofreading/)

Wilson, Paige and Teresa Ferster Glazier. *The Least You Should Know About English*. 8th ed. Heinle, 2004.