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.
**KEY ISSUES**

- Content
- Relevance
- Argument
- Structure

- Description
- Analysis
- Criticality
- Evaluation

**TIPS AND TRICKS**

- Build it into your timing
- Print a hard copy
- Double spaces
- Include page numbers
- Wide margins
- Reverse outlining
- Use headings
- Highlight topic sentences

**REVISING**

- Have I answered the question set? Research question?
- Are my ideas linked?
- Is there a balance between description analysis and evaluation?
- Does my writing match the outline in the introduction?
- Have I said what I meant to say?
- Am I clear?
- Are there any gaps?
- Is there anything which is not relevant?
- Are there any hidden assumptions or links?
- Does my conclusion follow from the rest of the writing?

**FOCUS**

- Define terms
- Re-thinking
- Re-writing
- Cutting sections
- Adding sections
- Reorganising

- Thesis
- Outline
- Introduction
- Scope
- Area
- Focus
- Texts

**QUESTIONS**
Figures, Tables
Language
Syntax
Referencing
Line spacing
Margins
Spaces
Quotations
Figures, Tables
Harvard
Numerical
MHRA
APA
IEEE
OSCOLA
RSC
Vancouver
Names: check family or given?
Spaces, full stops, brackets, colons

PROOFREADING

KEY ISSUES
Details
Accuracy
Departmental requirements
Tutor preference

Punctuation
Spelling
Wrong words
Lack of vocabulary
Abbreviations
Typing errors

Line spacing
Margins
Spaces
Quotations
Pages
Sections
Figures, Tables

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TIPS AND TRICKS
Build it into your timing
Spelling
Grammar
Word tools
Use “find” to locate and change repeated words, ‘z’ common errors
Use ¶ to check layout errors

Check meaning
Google
British National Corpus
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
But... And... Because...

Separate your focus
1) Check language
2) Check appearance
3) Check referencing

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?

Focus Questions
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QUESTIONS