

Effective Editing

The goal of editing is to review your work and improve it by word, sentence, paragraph, and section. Editing your work by progressing through stages provides separate review periods, offering greater attention to detail. The editing stages are (1) assignment, (2) argument, (3) language rules, (4) citation, and (5) overview. Some stages achieve better results by editing on a computer, while other stages achieve better outcomes by editing on a printed hard-copy.

1st Stage: Assignment

Method	Computer
Objective	Examine and improve your work to ensure that you follow the instructions outlined by your professor.
Checklist	<ul style="list-style-type: none"> Do you achieve the objective of the assignment? e.g., analyze, compare, contrast, define, describe, illustrate
Helpful resources	<ul style="list-style-type: none"> Course Moodle page & course syllabus BU Writing Centre <i>Decoding Assignments</i> handout

2nd Stage: Argument

Method	Computer
Objective	Examine and improve your work to ensure that you clearly state your objective and order your information in an effective way that follows the instructions of your professor and the norms of the discipline.
Checklist	<ul style="list-style-type: none"> Does your work follow the structure expected by your professor and discipline? e.g., introduction, body, conclusion e.g., abstract, introduction, literature review, method, results, discussion Do you have a clear, concise, and specific thesis statement? Are the objectives of your paragraphs clearly stated through topic sentences that link to your thesis? Do you avoid rambling by ensuring that paragraphs are concise? Do you use some transition words to link one thought to the next? e.g., additionally, consequently, however, as a result, in brief Do you avoid broad generalizations and instead write specific statements? e.g., always (likely unsupported) / often (likely supported) Do you use an academic tone with wording free of biased language?
Helpful resources	<ul style="list-style-type: none"> https://apastyle.apa.org/style-grammar-guidelines/bias-free-language BU Writing Centre <i>Tips for Each Stage of Writing</i> handout BU Writing Centre <i>Establishing Strong Connections</i> handout

3rd Stage: Language rules

Method	Computer
Objective	Examine and improve your work to ensure that you follow conventions in English language writing.
Checklist	<ul style="list-style-type: none"> ○ Do you avoid contractions? ○ Do you address capitalization? ○ Do you use appropriate resources to review for spelling, grammar, syntax, and punctuation? ○ Do you check for missed errors?
Helpful resources	<ul style="list-style-type: none"> ○ https://apastyle.apa.org/style-grammar-guidelines/mechanics-style ○ BU Writing Centre <i>Comma</i> handout & <i>Types of Sentences</i> handout

4th Stage: Citation

Method	Computer
Objective	Examine and improve your work to ensure that you use appropriate sources and provide accurate citations.
Checklist	<ul style="list-style-type: none"> ○ Do you use appropriate academic sources? e.g., peer-reviewed, primary, secondary ○ Do you use the citation style preferred by your professor and discipline? e.g., APA, MLA, Chicago ○ Do you follow correct in-text citation conventions for quotations, paraphrases, and summaries? ○ Do you follow reference page/works cited/bibliography conventions?
Helpful resources	<ul style="list-style-type: none"> ○ https://ubishops.libguides.com/CitationGuides ○ https://owll.massey.ac.nz/ ○ https://apastyle.apa.org/instructional-aids/in-text-citation-checklist.pdf ○ Writing Centre handouts: <i>How To Credit Sources & Using Quotation Effectively</i>

5th Stage: Overview

Method	Printed hard-copy
Objective	Reassess your work to ensure that your argument and use of language are flawless.
Checklist	<ul style="list-style-type: none"> ○ Verify the document to ensure you followed the professor's instructions. ○ Verify the document to ensure there is an intentional argument with effective structure, development, and support. ○ Verify words and sentences to ensure appropriate use of language rules. ○ Verify in-text and final references to ensure appropriate use of citation.
Helpful resources	<ul style="list-style-type: none"> ○ Course Moodle page & course syllabus ○ https://www.ubishops.ca/writing-centre/writing-resources/

