

A Guide to Editing

Use this form as a guide for revising your own work or editing for a peer.

1. Read once, checking for grammar and spelling errors or other careless mistakes. You should also look for errors in punctuating quotes and using parenthetical citations grammatically. These will catch your eye immediately, so you might as well mark them first.
2. Read again, paying special attention to the introduction. Is it engaging and interesting? Do you feel prepared for the thesis? Is the thesis clear? Is it effective? Is it a statement of fact, or is it a complex perspective?
3. Now look at how the paper flows and sounds. Are there any paragraphs or ideas that seem out of place? Are the transitions strong and logical? Do the sentences fit together and flow nicely? Is the language properly academic in tone?
4. Consider the argument and the evidence used. Is the argument clear? Can you follow it? Are there any points when you feel you need information that you are not given? Does the evidence used actually support the argument? Mark any places where you become confused or where you have unanswered questions, and explain to the author what would help your understanding.
5. Check the balance of sources. Is the author successfully putting the sources into conversation? Are there any sources that are significantly over- or under-represented? Note where you feel the author needs more balance.
6. Read the conclusion. Is it effective? Does it work well with the rest of the paper? Does it take the research questions and expand them, or show the significance of the topic in the wider world?
7. Consider any other questions or concerns the author of the paper may have written below. Finally, give your thoughts on the overall strengths and weaknesses of the paper.

Specific questions or concerns (to be completed by author of paper):