

Editing Your Own Work

Steps

1. Take a break
2. Revise argument and structure
 - Look at thesis and affect
3. Write and revise introduction and conclusion
 - Introduction: Starts with background and narrows to your contribution
 - Conclusion: Starts with your contribution and opens further areas for research
4. Make transitions clear
 - Give signposts:
 - In the introduction
 - At the beginning of each paragraph
5. Revise paragraphs
 - Relevance
 - Unity
 - Coherence
 - Length
6. Revise sentences
 - Avoid the passive voice
 - Read aloud
 - Vary
 - Keep it simple
 - Subject and verb first
 - Subject and verb together
 - Action in verbs (not in nouns)
 - Familiar information first
7. Edit words
 - Avoid: Unnecessary words, first-person pronouns
 - Choose: Simple words, variety, the right word
8. Format and select a title
9. Re-read
10. Peer-review

Resources

Bolker, Joan, ed. 1998. *Writing Your Dissertation in Fifteen Minutes a Day*. New York: Henry Holt and Company.

Orwell, George. 2005. *Why I Write*. New York: Penguin Books.

Turabian, Kate L. 2013. *A Manual for Writers of Research Papers, Theses, and Dissertations*. 8 ed. Chicago: University of Chicago Press.

Vhyemeister, Nancy Jean. 2014. *Your Guide to Writing Quality Research Papers: For Students in Religion and Theology*. Grand Rapids: Zondervan.

Questions

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