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


Questions

Reference Librarians

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Writing Center

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