

## Revising, Editing and Proofreading

(Using Global and Local Concerns)

	<b>Revising</b>	<b>Editing</b>	<b>Proofreading</b>
<b>What</b>	<p>Re-vision = see again.</p> <p>Revision is a big picture look at your text.</p>	Fine-tuning & polishing	Final check & finishing touches
<b>Where</b>	<p style="text-align: center;">Whole (¶s working together)</p> <p style="text-align: center;">Parts (groups of related ¶s, individual ¶s)</p>	Sentence level	Final check of all
<b>When</b>	While determining focus, organizational structure, and best means for presenting support	After significant revising is complete	After the final draft (revised and edited) is complete, prior to submission
<b>Why</b>	To make paper unified and coherent	To prevent reader from getting side-tracked by sentence-level errors that detract from the purpose of the paper	To submit a clean, credible document
<b>How</b>	<p style="text-align: center;">Reconsider focus &amp; structure</p> <p>Critically evaluate cohesion, coherence, support, organization, etc.</p>	<p style="text-align: center;">Read closely for clarity, correctness (major grammatical issues, accuracy, citations, etc.) and consistency</p> <p style="text-align: center;">Pay careful attention to language (word choice, flow, sentence structure)</p>	<p>Read for remaining grammar problems, typos, spelling, punctuation, and other usage errors.</p> <p>Check final formatting specifics, including page #s, headings, spacing, the reference list, appendices, etc.</p>