



Revising Best Practices

- Be mindful of how your tone and style come across to your audience.
- Ensure your message is easy to understand and clearly written.
- Maintain objectivity by removing personal bias or overly emotional language.
- Provide enough information to support your message or purpose.
- Avoid including unnecessary or excessive details that may distract or overwhelm.

Editing Best Practices

Paragraph Editing

- Include a clear and appropriate introduction and conclusion.
- State your purpose clearly in the introduction.
- Ensure each paragraph clearly supports and connects to your overall purpose.
- Arrange paragraphs in a logical and coherent order.
- Use transitions to guide readers smoothly from one paragraph to the next.
- Begin each paragraph with a clear topic sentence.
- Keep each paragraph focused on a single main idea.

Sentence Editing

- Match your tone (formal, informal, persuasive, etc.) to your purpose and audience.
- Vary sentence length and structure to maintain interest and improve flow.
- Use active voice whenever possible to make writing clearer and more direct.
- Choose a variety of verbs and adjectives to enhance clarity and avoid repetition.

Tip: Keep the revising and editing processes separate from proofreading. If you're worrying about the spelling of a word or the placement of a comma during the revision and editing stages, you're not focusing on the more important development and connection of ideas that make a document clear and convincing.

Citations Best Practices

- Properly cite all quotes, paraphrases, and ideas taken from outside sources.
- Follow the correct citation format required by your style guide (e.g., APA, MLA, Chicago).



Proofreading Best Practices

Proofreading is the final stage of the writing process where the document is evaluated for mechanical correctness, such as grammar, punctuation, spelling, omitted words, repeated words, spacing and format, and typographical errors. You should proofread only after you have finished all your other revisions and editing.

- Make a list of errors that you commonly make and keep an eye out for them.
- Read the text backwards.
- Proofread for only one type of error at a time.
- Double check everything.
- Read slowly and carefully.

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