NOTE

- While learning how to edit your own work is important, it is also important to have other people review your document.

- The tips in this presentation might not work for everyone.
Defining “Editing”

Comprehensive Editing

Copyediting

Proofreading
**Tip 1: Determine Style Guide**

- You may be requested to write in a certain style by your department or journal

- Common styles: APA, IEEE, SPE, ASCE, etc.

- These style guides often include more information than citation conventions
III. GRAMMAR AND USAGE IN TRANSACTIONS

A. Rules of Grammar

The principles of style given below aim to concentrate on fundamentals of modern usage. Particular emphasis is given to the rules most commonly violated.

1) **Form the possessive singular of nouns by adding’s (Avogadro’s theorem).**
2) In a series of three or more terms, use a comma immediately before the coordinating conjunction (usually and, or, or nor).
3) **Enclose parenthetic expressions between commas.** (Improvement, as shown in Fig. 1, is attained by the addition of the cogeneration.)
4) Use the semicolon, not the comma, to separate two complete sentences which form a compound sentence.
5) Use a colon after an independent clause to introduce a list.
6) **Punctuation always goes inside quotation marks, except for the colon and semicolon.** Use single quotation marks around quotes within quotes. Quotes may be used around a new or special usage of a term the first time only, but use of quotes in this manner should be kept to a minimum.
7) **Do not use double parentheses in text expressions, but keep them in math.** For example, (see (10)) should become [see (10)].
8) All acronyms and numerical plurals do not use apostrophes, i.e., FETs, 1980s.
9) **Compound nouns made from a one-syllable verb and a short adverb are one word when found that way in the dictionary (setup, takeoff, breakup).** Compound nouns are likely to be two words, without a hyphen, or one word (bandwidth, bypass, flowchart, phase shift, sideband, standing wave). Compound nouns of more than two words can be hyphenated.
10) **A pair of words, modifying a third word separately, does not get a hyphen** (a tall water tower, a hot metal cylinder). If the first word modifies the second, and the pair together modify the third, there is a hyphen between the pair (a high-frequency signal, a second-order equation). The exception to this is the adverb ending in “ly,” which needs no hyphen to join it to the next word.
Tip 2: Use Grammar Checkers

• Microsoft Word’s built-in spellcheck is limited by default settings, but you can adjust the settings to catch more errors

• Grammarly is a popular automated editor that has free browser and Word extensions
How To Change Microsoft Word Spellcheck

In Microsoft Word, you can change the spellcheck settings by following these steps:

1. Click on the File tab in the top-left corner of the Word window.
2. In the File menu, click on 'Options'.
3. In the 'Options' dialog box, click on 'Proofing' in the left-hand column.
4. Under 'Correction options', you can change the language for spellcheck. Select the language you want to use from the dropdown menu.
5. Additionally, you can turn on or off dictionary checking and suggested corrections.

By following these steps, you can customize the spellcheck settings to your preferences and improve the accuracy of your document.
FOAM AND SHIP SHELTER

Some of the earliest research, Monti found, would have higher expectations due to interest in Gel’fand and colleagues and their work to achieve the peak air and the foam [10] by a variety of different foams and fillers. Researchers found that when air and foam [10] were placed in the structure of the ship, the researchers also would have to be based on work by Beavers and Matta in 1972 [13].
Tip 3: Take Suggestions Cautiously

Not every suggestion marked by an automated grammar checker will be correct.
Tip 4: Google It

• If you can’t find answers in a style guide, first try a dictionary (for spelling, capitalization, or punctuation), then try a Google search.

• Look at how the word is most often used by reputable sources. If nothing else, look at Wikipedia.
From Merriam-Webster

**Definition of darcy**

*plural -s*

: a unit of porous permeability in physics equal to the permeability of a medium through which the rate of flow of a fluid having one centipoise viscosity under a pressure gradient of one atmosphere per centimeter would be one cubic centimeter per second per square centimeter cross section — compare darcy's law
Tip 5: Print It Out

Many people find that it is easier to catch errors if you edit in a different format.

If you wrote your paper on a computer, edit a printed copy.
Tip 6: Read Aloud

Since you’re likely to be familiar with what you have already written, reading the document aloud can help you concentrate and avoid skipping over words.
Tip 7: Highlight With Your Cursor As You Read

If you are editing a digital copy and can’t read it out loud, highlighting the words with your cursor as you read can help you catch errors.

In psychology, the Stroop effect is a demonstration of interference in the reaction time of a task. When the name of a color (e.g., "blue", "green", or "red") is printed in a color that is not denoted by the name (e.g., the word "red" printed in blue ink instead of red ink), naming the color of the word takes longer and is more prone to errors than when the color of the ink matches the name of the color. The effect is named after John Ridley Stroop, who first published the effect in English.
Tip 8: Use Track Changes and Comments

• When editing in Microsoft Word, the “Track Changes” feature allows you to make changes while still viewing the original sentence.

• The “Comments” feature will allow you to make notes to yourself for future reference.
In psychology, the Stroop effect is a demonstration of interference in the reaction time of a task. When the name of a color (e.g., "blue", "green", or "red") is printed in a color that is not denoted by the name (e.g., the word "red" printed in blue ink instead of red ink), naming the color of the word takes longer and is more prone to errors than when the color of the ink matches the name of the color. The effect is named after John Ridley Stroop, who first published the effect in English in 1935.[1] The effect had previously been published in Germany in 1929.[2][3][4] The original paper has been one of the most cited papers in the history of experimental psychology, leading to more than 700 replications.[4] The effect has been used to create a psychological test (Stroop test) that is widely used in clinical practice and investigation.
The effect has been documented in clinical practice and in small studies...
Tip 9: Use “Find” And “Replace”

- Use “Find” to simply search your document for a word or phrase

- Use “Replace” to fix consistent errors throughout your document to save time

- “Replace” also works with spaces and punctuation, but be careful what you put in to change
the back wall steepened and the impulse increased as the number of layers increased. Second, with small charges, the pressure was attenuated up to a point to which the charges [32].

Kliene et al. [33]. In the first stage, the shock wave travels after some distance where the shock velocity decays at a rate that depends on the density for the following ranges: 24 – 31 kg/m³ [33].

Britan in conjunction with various colleagues conducted a lot of research into how shock
Tip 10: Read From The Perspective Of Your Audience

• Consider if your document will be read by a specialist or a layperson

• Check if jargon and abbreviations are appropriate
Tip 11: Look For Inconsistencies

• Don’t use two words with one meaning interchangeably
  Elastic modulus, Young’s modulus, modulus of elasticity, E

• Avoid mixing US customary units and metric units

• Watch for consistent hyphenation, spacing, spelling, punctuation, and capitalization
  Cancelling, canceling
Tip 12: Isolate Subject And Verb

Incorrect subject/verb agreement is one of the most common writing mistakes. Keep in mind that your verb will not always be right next to your subject.

The accuracy of the predicted rock mechanical properties based on empirical relationships was examined by statistical analysis.
Tip 13: Identify Compound Predicates (no comma)

A compound predicate is two or more verbs that share the same subject in a sentence and are joined by a conjunction.

The subjects completed the first phase of the experiment and returned the following week for Phase 2.
Use a **Comma + Coordinating Conjunction** with 2 Main Clauses

When you have two independent clauses (two subjects with verbs of their own) joined by a coordinating conjunction, use a comma.

The **effect** was first published in 1929 in Germany by Erich Rudolf Jaensch, and its **roots** can be followed back to works of James McKeen Cattell.
Tip 14: Don’t Use Fancy Words

• Don’t be afraid to use a simple word or the same word multiple times

• Your primary goal should be clarity

• Do not use a synonym to replace a simple word with something fancier
### Fancy Words and Simplified Alternatives

<table>
<thead>
<tr>
<th>Fancy Word</th>
<th>Simplified Alternative</th>
</tr>
</thead>
<tbody>
<tr>
<td>advise</td>
<td>tell</td>
</tr>
<tr>
<td>ascertain</td>
<td>learn, find out</td>
</tr>
<tr>
<td>commence</td>
<td>start, begin</td>
</tr>
<tr>
<td>endeavor</td>
<td>try</td>
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<tr>
<td>herein</td>
<td>here</td>
</tr>
<tr>
<td>impact</td>
<td>affect</td>
</tr>
<tr>
<td>manifest</td>
<td>show</td>
</tr>
<tr>
<td>utilize</td>
<td>use</td>
</tr>
</tbody>
</table>
Tip 15: Simplify Your Words And Phrases

- Avoid long, wordy sentences or phrases
- “Place the main idea in the structural core”
- Use parallelism for lists
- Avoid negative constructions
- Use action verbs
- Avoid nominalizations
- Avoid ambiguous nouns (*aspects*)
- Avoid redundancies (*also* and *in addition*; *such as* and *etc.*)
Placing Main Idea In The Structural Core

original
The course of the twentieth century produced a cancer death rate that rose parallel to the advances in technology.

revised
In the twentieth century, the rise in the cancer death rate paralleled the advances in technology.
Avoiding Negative Constructions

It is not possible to reduce inflation when the federal government does not reduce its spending.

Inflation will decrease only if the government reduces its spending.
## Wordy Phrases

<table>
<thead>
<tr>
<th>Phrase</th>
<th>Synonym</th>
</tr>
</thead>
<tbody>
<tr>
<td>a majority of</td>
<td>most</td>
</tr>
<tr>
<td>a number of</td>
<td>many</td>
</tr>
<tr>
<td>despite the fact that</td>
<td>although</td>
</tr>
<tr>
<td>in order to</td>
<td>to</td>
</tr>
<tr>
<td>it is often the case that</td>
<td>often</td>
</tr>
<tr>
<td>based on the fact that</td>
<td>because</td>
</tr>
<tr>
<td>take into consideration</td>
<td>consider</td>
</tr>
<tr>
<td>in the event that</td>
<td>if</td>
</tr>
</tbody>
</table>
References

“25 Editing Tips for Tightening Your Copy,” The Write Life
https://thewritelife.com/edit-your-copy/


Other Writing Resources

Grammar Girl: http://www.quickanddirtytips.com/grammar-girl

Grammarly Blog: https://www.grammarly.com/blog/

Grammar Bytes!: http://www.chompchomp.com/menu.htm

Purdue Owl: https://owl.english.purdue.edu/owl/

Chicago Manual of Style, 16th edition

### Upcoming Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mini T/D Boot Camp</td>
<td>Sept 22</td>
<td>Toomey 140</td>
</tr>
<tr>
<td>Write-In</td>
<td>Oct 4</td>
<td>Library 203</td>
</tr>
<tr>
<td>Formatting in MS Word</td>
<td>Oct 18</td>
<td>HSS 102</td>
</tr>
<tr>
<td>Proofreading with Grammarly</td>
<td>Nov 1</td>
<td>HSS 202</td>
</tr>
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