

Editing the Paper

The types of mistakes that are usually present in a first draft risk affecting not only the clarity of your ideas, but also your credibility as a writer. Make a good impression by taking the time to think.

Allow at least one day for editing before submitting your paper. Every time you read it, concentrate on a specific aspect, such as content, structure, language, and references.

Content

Read the paper to verify that each idea is related to the thesis.



I followed the instructions. (Goal and format)

The thesis and main ideas are clear.

The supporting ideas and the evidence or examples are relevant.

Incomplete or irrelevant ideas have been deleted.

Repetitions and redundancies have been deleted.

Structure

Reread the paper to verify that each section is complete.



I followed an outline. (Fluidity and coherence)

The introduction has three sections: the context, the thesis, and the outline.

The conclusion has two sections: the summary and the final thought.

Each paragraph develops one idea.

Each paragraph contains transition words.

Language

Edit grammar and sentence structure. If it helps, try reading the paper out loud or backwards.



I used formal language and looked up the meaning of unknown words.

I avoided vague vocabulary and judgmental comments.

I corrected spelling mistakes. (Typos and homophones)

I corrected punctuation mistakes.

I restructured overly long sentences and paragraphs.

To know more, see the *Purdue OWL*, *SPARK*, *Infosphère*, or similar writing centre websites.

References

Edit the in-text references and bibliographic entries last in order to avoid plagiarism.



I used the right referencing style.

Each quotation, paraphrase, and summary is accurate, reliable, and relevant.

Each quotation, paraphrase, and summary is well integrated in the text. (Signal phrases and sentence structure)

Each quotation, paraphrase, and summary is followed by a reference.

The referencing format is consistent throughout the text.

- APA Style: author's surname, publication date, and page number
- Chicago Style: footnotes or endnotes
- MLA Style: author's surname and page number

All citations, footnotes or endnotes for the same source agree both in spelling and in date.

All citations, footnotes or endnotes following a quotation include the page number.

Block quotations are indented from the left margin and double-spaced.

- APA Style: quotations of more than 40 words
- Chicago Style: quotations of more than 100 words, five lines or one paragraph
- MLA Style: quotations of more than four lines (prose) or more than three lines (poetry)

All modifications made to a quotation are provided in brackets within the quotation.

All sources cited in the text are also cited in the reference list, bibliography or list of works cited.

The reference list, bibliography or list of works cited begins on a separate page.

All bibliographic entries are double-spaced and done with a hanging indentation.

DOIs replace URLs as much as possible.

The rules regarding capitalization are respected throughout the text.

The rules regarding pagination are respected throughout the text.

- APA Style: page numbers starting on the title page (p. 1)
- Chicago Style: page numbers starting on the first page of text (p. 2)
- MLA Style: page numbers starting on the title page (p. 1)