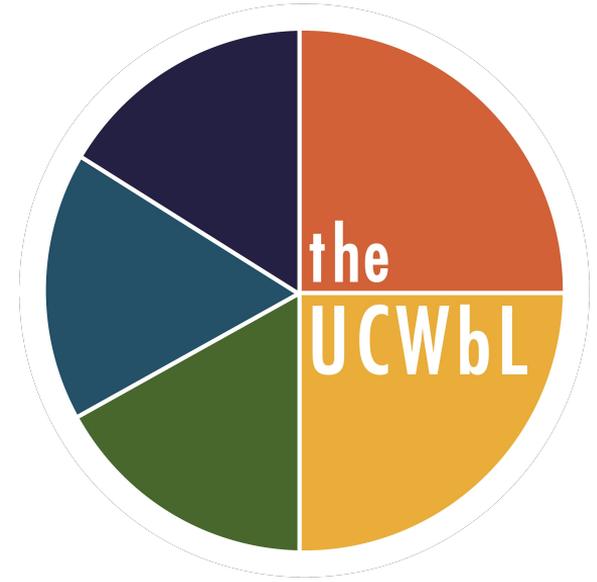


Creating an Editing Game Plan



Presented by Olivia G., Claire M. & Sarah P.
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Introductions

Who are we as members of the Writing Center Staff



The University Center for Writing-based Learning

- **We're for everyone!** We work with all writers at all stages of the writing process.
- We offer **two types of remote appointments** to best fit your writing needs and style of learning.
- We are open virtually **Sunday-Friday**.

WORKSHOP GOALS



By the end of this workshop, participants will be able to:

- Identify different approaches to editing
- Learn what approaches might work best for you
- Craft an editing game plan that you can use for your next writing project

What are your goals?

ICEBREAKER



- What is your name, program, and thesis/dissertation topic? Tell us about them!

OPENING REFLECTION



- When you have finished a writing project, long or short, do you begin editing with a plan in place?
- What are some of your strategies?

HOW MIGHT WE APPROACH EDITING?



From the [University of Leicester's Writing Resources](#) website:

“It may be tempting to work paragraph by paragraph, trying to perfect each one before attending to the next. This is, however, neither an efficient nor an effective method for editing a large document. Several of the processes, e.g.: maintaining a logical thread throughout; and identifying duplication; require more of an overview to be taken, involving review at a chapter or thesis level, rather than at a sentence or paragraph level.”

HOW MIGHT WE APPROACH EDITING?



What does that quote mean?

- Approach specific elements when editing in the text
- Could be more effective than focusing on one paragraph at a time

Let's talk a bit about how that might work—and what some of these elements in the text might be.

ARE ALL ELEMENTS OF THE DRAFT EQUAL?



First, let's break this down into two parts: **Global** and **Local**

For example,

- **Global Elements** might be structural or organizational—think of how paragraphs are fitting together
- **Local Elements** are generally sentence-level concerns like grammar and punctuation.

GLOBAL VS. LOCAL: WHICH COMES FIRST?



Every draft is different, what is most important to focus on first will vary.

While there might be sentence-level elements that you'll want to address, taking a look at the big picture is a good way to begin.

That way, we can get a plan in place for other elements as well.

LOOKING AT THE BIG PICTURE



What are **global** elements of a paper?

- What affects the work as a whole?
- What is your work aiming to accomplish?

A few elements to think about:

- Purpose
- Organization
- Structure

PURPOSE



If a text isn't meeting its purpose, then looking at punctuation won't matter. Ask yourself:

- What is the academic purpose of this work?
- How might a reader interpret that purpose?
- Is that purpose consistent throughout?

While it's fine to make small edits along the way, reading a draft through with purpose in mind can save a lot of time in the end.

ORGANIZATION AND STRUCTURE



Every text is different, but once you've discovered your writing's purpose, it can be useful to evaluate organization and structure.

- How do your paragraphs fit together?
- How do your paragraphs organize your information?
- Why did you choose to organize your ideas this way?

ORGANIZATION AND STRUCTURE



Organization

- Global element
- The outline of the work as a whole— how did you order your paragraphs?

Structure

- Local element
- The ordering & flow of ideas within each paragraph

STRATEGIES FOR ORGANIZATION & STRUCTURE



Organization

- Try a reverse outline
 - Write an outline of your draft
 - Are your ideas in the right order?
 - Is there a more logical way to arrange this?

Structure

- Read the paper aloud
 - How do the sentences sound?
 - Do the words sound appropriate?
 - Does the order of sentences create a good flow?

REVISING VS. EDITING



Revising

- Focuses on the global elements of your work
- Includes content, organization, and structure

Editing

- Focuses on the local elements of your work
- Includes reviewing style, wording, spelling, punctuation, grammar, etc.

EDITING: CONSISTENCY



Inconsistency is often more noticeable than an error.

Checking for consistency:

- Punctuation
- Verb tense
- Capitalization
- Adhering to appropriate style guides

STRATEGIES FOR CONSISTENCY



Consistency is often a tough thing to strategize for, but here are some tips:

- Highlighting
- Search & Replace
- Word Usage Checks

EDITING: LENGTH



Length is both a global and local concern

Global

- Length is part of your overall organization
- How long is this paper? How long should you spend on each idea?
- How can you best break up ideas to convey your overall purpose?

Local

- How long should each individual sentence & paragraph be?

STRATEGIES FOR LENGTH



When you don't have enough words:

- Look at your paper section by section— have you thoroughly explained everything?
- Where can you add more context or detail?

When you have too many words:

- Are there any sentences you can condense?
- Have you overused any filler words, like “that” or “very”? Ctrl + F

OVERALL EDITING STRATEGIES



- Focus on one type of error at a time
 - Spelling, punctuation, sentence structure, word choice, etc.
- Don't rely on spell check
- Take your time
- Read on the sentence level
- Circle punctuation
- Read aloud or from end to beginning
- Develop a strategy

Source: [UNC Writing Center](#)

Readability Statistics

Counts

Words	385
Characters	2,166
Paragraphs	15
Sentences	14

Averages

Sentences per Paragraph	2.8
Words per Sentence	25.1
Characters per Word	5.5

Readability

Flesch Reading Ease	21
Flesch-Kincaid Grade Level	16.5
Passive Sentences	7.1%

OK

EDITING TOOLS



- Enable readability statistics in Word
 - Learn [how](#) here
- Other [editing tools](#) to consider

ADDITIONAL TIPS



- Take some time away.
- Have others read your draft.
- Make an appointment at the Writing Center!
 - Discuss your work with a tutor
 - Sign up for [copyediting services](#)

REFLECTION



Think about your strengths and weaknesses as a writer. Make a note of these, or just remember them. Try to identify three of each.

Think about each of your strengths & weaknesses:

- Are they global?
- Are they local?

What strategies that we've discussed today might you use?

FINAL THOUGHTS



Editing can be time-consuming—but it's worth it!

Editing helps you polish your work, and get the best version out into the world.

Editing can give you more agency and confidence as a writer!



Questions?

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**The University Center for
Writing-based Learning**

Need more help?
Come visit us at the UCWbL!