

## QUICK TIPS TO REVISE, EDIT, AND PROOFREAD

The processes of revising, editing, and proofreading any piece of writing—not only academic writing—are essential steps to creating a clear, organized, coherent, and polished final paper. Because writing remains one of our most important and effective tools for communication, having strong revising, editing, and proofreading skills are valuable for all writers.

Revising, editing, and proofreading are key parts of the writing process, and can take a significant amount of time. Make sure that when you are carving out time to write your papers, you save enough time to revise, edit and proofread before the deadline. This handout offers a few approaches for each of the steps.important settings

### REVISING

Revising is the act of changing your writing at the content level. When you revise, the writer focuses on adding, reorganizing, combining, and removing ideas in the introduction and thesis statement, body paragraphs, and conclusion.

Writers revise for accuracy, clarity, and cohesion. In particular, the goals are to make sure that the thesis statement/main argument are fallacy-free and clearly stated, that the evidence in the body paragraphs support the thesis statement/main argument, and that all ideas are logically connected through the paper.

### Revision Strategies

1. Locate the topic sentence of each paragraph and check that they link back to the thesis statement.
2. Reverse outline by writing the main idea of each paragraph in the margin to check whether your organization makes sense, that you have covered all the topics you need to, and that you are not repeating anything.

### Questions to aid your revising

- Does your paper address the guidelines in the assignment prompt?
- Is your thesis statement clear and/or engaging?
- What does your audience know about the topic? Do you provide enough background information or context for them to follow your ideas?
- Does each section or paragraph support your thesis statement?
- Can a reader easily identify what the paper is about based on your introduction?
- Are you developing your ideas thoroughly?
- Does your conclusion summarize your thesis statement/main argument and/or suggest further study or contemplation?

### CONTACT US:

(702) 895-3908 | [writingcenter@unlv.edu](mailto:writingcenter@unlv.edu)  
[unlv.edu/writing-center](http://unlv.edu/writing-center)



## EDITING

Editing is changing your writing at the word and sentence level. When you edit, you focus on sentence structure, paragraph structure, integration of information from sources, headings, style, and inclusivity.

### Editing strategies

1. Read your paper aloud to see if you get tongue-tied, stumble over words, or struggle to reach the end of the sentence. If so, you might need to reword troublesome areas, break up long sentences, add missing words, or cut out extra words or repetition.
2. Check the style guide (MLA, APA, Chicago, IEEE, etc.) for how to format the paper and set up citations, paraphrasing and quotations, and bibliography/References page/Works Cited page.

### Questions to aid your editing

- Does each sentence make sense in context of the sentences around it?
- Is there a gap between the ideas as you move from sentence to sentence or paragraph to paragraph?
- Are your sentences concise or wordy?
- Do you credit your sources using the appropriate style? Do you use summary and paraphrase more than direct quotations?
- Is your tone respectful and inclusive?

## PROOFREADING

Proofreading is the process of cleaning up, of finding and correcting grammatical and mechanical errors. When you proofread, you focus on typos and misspellings, punctuation, and formatting issues, such as quotes, bibliographic errors, and consistency (i.e., bullet points, captions, etc.).

### Proofreading strategies

1. Pay attention to patterns of error, which are errors that you make repeatedly. When you notice reoccurring issues with typos, misspellings, punctuation, and citations, learn the rule. Knowing how to correct it one time means you will more easily be able to correct it every time.
2. Watch for the spell and grammar check recommendations in Microsoft Word or other text editors. Their suggestions are not always correct; they are a good place to start, but pay close attention.
3. Have Google Translate or another text-to-speech app read your paper to you. You might hear typos and misspellings that you do not see when reading silently.

### Questions to aid your proofreading

- Have you reviewed each quotation and citation to check for accurate punctuation and formatting?
- Is every source cited in the text of the paper also cited in the reference page? Is every source cited in the reference page also cited in the text?
- Have you made an appointment at the Writing Center or used Writing Center handouts to help you learn grammar rules?
- Have you read the paper more than once? Have you read slowly, sentence-by-sentence to pay close attention to spelling and other errors?