Self-Editing: How To Do It

General Tips:

○ **Read your paper out loud.** This helps single out sentence fragments, run-on sentences, poorly structured phrases, and other issues that disrupt the flow of the paper.

○ **Have someone read your paper out loud to you/copy and paste your paper into Word Immersive Reader.** Listening to your paper being read aloud will allow you to focus on the structure and if it needs to be re-phrased or condensed/lengthened.

○ **Have someone with no previous knowledge on the subject of your topic read your paper.** To ensure you have provided enough clarity and organization, it helps to have an outside perspective look over your completed paper and offer any advice on whether or not clarification is needed.

Close-up Editing:

○ **Sentences**

    ○ Is there subject-verb agreement in every sentence in your paper?

    ○ Is there variation in sentence length, and are there any sentences that need to be split up into shorter phrases?

    ○ Are parallel ideas expressed in parallel form (keeping the phrases in longer sentences or lists structured in the same form as each other)?

    ○ Are "filler" words ("a lot", "really", "very", and so on) eliminated from the paper?

○ **Grammar**

    ○ Are tenses consistent throughout the sentences?

    ○ Are commas, colons, semi-colons, and periods all in the proper places within the sentences?

- Do pronouns have follow-up references within the sentences?

- Is subject-verb agreement correct, especially in more complex, longer sentences?

- **Style**

  - Are "to be" verbs ("be", "been", "is", "are", "were", "was") switched out with active verbs?

  - Are words that could be considered jargon, clichés, or euphemisms exchanged with more specific/professional language?

  - Are redundancies/repetitive phrases eliminated?