

Editing, Revising, and Publishing

What is the difference between editing and revision? We often use the two terms interchangeably and yet there are some important distinctions. True revision requires seeing your writing from a completely different perspective which can be facilitated by another reader's comments and questions.

Editing

- is on a sentence level, addressing problems with spelling, grammar, punctuation, or word choice.
- is one-sided. The editor writes comments and corrections on the paper and returns the paper to the writer.
- is hierarchical. An editor looks for "mistakes" and "fixes" them. An editor places value on writing (such as a grade).
- focuses on the paper as a product.

Here are a few free-trial grammar checkers:

<http://spellcheckplus.com/>

<http://www.grammarly.com/>

<http://www.gingersoftware.com/grammarcheck>

Revising

- deals with the paper as a whole, considering strengths and weaknesses, arguments, focus and organization, support, and voice, as well as mechanical issues.
- is dialogue-based. The purpose of revision is to ask questions, expanding ideas and challenging arguments which require discussion between the writer and the reader.
- is non-hierarchical. Offering questions and making observations allow the writer and reader to hold separate and valid opinions. The purpose of discussion is to expand and clarify ideas rather than "correct" them.
- focuses on the writer in the process of writing and increasing the writer's understanding of the paper's strengths and weaknesses.
- clarifies and focuses the writer's arguments by defining terms, making concessions and counter-arguments, and using evidence. This may involve moving or removing entire paragraphs, extending or narrowing ideas, rewriting vague or confusing text, and adding to existing paragraphs.

Taken from: <http://slc.berkeley.edu/writing/EditingvRevision.htm>

Publishing checklist

Essay Final Draft Checklist

Component	CHECK
1. MLA heading	
2. MLA header	
3. Spell/grammar check and/or have paper read aloud TO you <i>Which did you choose and what program or person helped you?</i>	
4. Original title	
5. Title centered-- not underlined, not in “quotes”, not italicized, not bolded, not in bigger/different font	
6. Check capitalization and punctuation	
7. 12 point font	
8. Times New Roman font	
9. Double spaced	
10. One inch margins—Google Docs default setting needs to be changed!	
11. Indent each new paragraph—don’t skip lines	
12. All sources cited correctly in text	
13. All sources represented in SEPARATE Works Cited page	
14. Sentence structure variety—type, length, beginnings	

Anti-Plagiarism Pledge_____

I hereby promise to myself that I will demonstrate integrity in my academic work. I will therefore not commit fraud or academic dishonesty by...

- Copying and pasting material from another source into my work without proper citation and quotation marks
- Using another author’s ideas (online or in other work) without citing that author and the work I’m referring to
- Changing a few words from another work without providing the proper citation
- Using so many quotes (even if cited) in my work that very little is my own original work

Signed _____

Date _____