Editing, Part 2: Global Layer - Making Additions

While you read through your document **after** deciding on the final organization, placement of subheadings, section order, and content/ideas, make note of how things have shifted during the drafting and revision process. Sometimes, words end up where they aren't supposed to go. Sometimes, tenses shift, points of view are changed, and word choices end up chopped. Use this quick list to go through the entire document and *add* words and sentences that may have ended up chopped out of the writing before this step.

- Read each section. If you only have one big section, attempt to break down your entire draft into smaller sub-sections.
- Consider: What will be the title of each of your sections?
    - What will be the title of each subsection?
    - If each *paragraph* had a title, what would it be?
- The reason you are being asked to consider these titles is so that you are completely aware of the topic of each piece of your draft, as well as who all of the *actors* (nouns) and what all of the *actions being taken* (verbs) in each paragraph.
- Once you have a good grasp on what each section is *really* about, ask yourself: does this *actual* meaning match up with what you *intended* the meaning to be for each section?
- How can you clarify the meaning of each section or paragraph? What *pronouns* can be clarified into *nouns* and *proper nouns*?
- What simple sentences (ex. "I went there") can be elaborated on with more *detail* (ex. "I drove to the store in my '76 Mustang")?
- What elements, pieces of evidence, sentences, ideas, and *especially* in-text citations and references need to be returned to their proper positions after moving them?
- What sections need to be completely re-focused or re-formatted now that your entire document has a clear audience, purpose, organization, and method?
- What entire sections or paragraphs are still missing that need to be added? Mark these with temporary sections if need be. Do not move on to the next layer until all sections have been added.
- Scan through the draft again. Return to the Revision stage to cut clutter, tighten the language, reduce redundant sentences, add sentence variety, and make each paragraph start with a "topic sentence."

Global Layer - Making Cuts

- Read or scan though the document again asking yourself the following questions: What doesn't belong here? What no longer serves the purpose of this draft?

Works Cited: Bolker, Joan. *Writing Your Dissertation in Fifteen Minutes a Day: A Guide to Starting, Revising, and Finishing Your Doctoral Thesis.* First edition. Owl Books, 1998.

- Maybe you started with a topic, concept, or research question that is no longer relevant to your final draft. Can you cut it? Does cutting certain sections make the draft overall make more or less sense?
- Check your references. What research is no longer used? What bits of literature did you intend to include but never got around to it? If you're looking to finish, consider cutting those references and placing them into a "Leftovers" document with other scraps of your writing.

Works Cited: Bolker, Joan. *Writing Your Dissertation in Fifteen Minutes a Day: A Guide to Starting, Revising, and Finishing Your Doctoral Thesis.* First edition. Owl Books, 1998.