

# Editing, Polishing, and Peer Reviewing Activities

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## Revise Organization & Transitions

First read about Organization & Transitions

- [Organizing Documents](#) (notice the menu on the right side of the page, read all of those sections)
- [Showing the Links](#)
- [Writing Transitions](#)

Next, go to your draft in the [Google Drive Final Paper folder](#). For EVERY paragraph in the draft, answer the organization and transition questions. Highlight the last word of each paragraph and use the commenting feature to answer these questions (start each comment w/"DD10:ORG"):

1. What is the main topic of this paragraph?
2. How does this paragraph function in the argument/arrangement of the paper?
3. How is this paragraph connected to the one above?
4. How is this paragraph connected to the one below?

After completing the paragraph analysis, briefly reflect about what you learned. What sections of your paper will you revise? How? Why? What paragraphs will you revise? How and why? How might you revise the order of your paragraphs? Put your reflection at the bottom of the document. Title your reflection "DD10: reflection analyzing paragraphs & transitions."

## Revise Citations

First, read about citations:

<ul style="list-style-type: none"><li>● Read: <a href="#">APA Style Workshop</a></li><li>● Seriously consider viewing <a href="#">Introduction to APA Style</a> by the American Psychological Association (it requires Adobe Flash Player)</li><li>● Skim: <a href="#">GCC Citation Guides</a></li><li>● Skim: <a href="#">APA Formatting &amp; Style guide Resources</a></li><li>● Skim: <a href="#">Learning APA Style</a></li><li>● Skim: <a href="#">Tutorials for Referencing and Citing in APA</a></li></ul>	<ul style="list-style-type: none"><li>● <a href="#">MLA General Format</a> (be sure to see/reference all the links on the left menu)</li><li>● <a href="#">Works Cited: A Quick Guide</a></li><li>● <a href="#">Interactive Practice Template</a></li><li>● <a href="#">In-Text Citations</a></li><li>● <a href="#">Formatting a Research Paper</a></li></ul>
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Read about in-text citations:

Any time you refer to an outside source (summary, paraphrase, direct quote, and/or numbers/statistics) you must, Must, MUST include both an in-text citation and a matching full bibliographic citation at the end of the paper. You must include this in-text citation in every sentence that includes information from an outside source.

<ul style="list-style-type: none"> <li>● <a href="#">Documenting Sources</a></li> <li>● <a href="#">MLA In-text Citations: The Basics</a></li> </ul>	<ul style="list-style-type: none"> <li>● <a href="#">Documenting Sources</a></li> <li>● <a href="#">In-Text (Citation) References</a></li> <li>● <a href="#">In-Text Citations: The Basics</a></li> <li>● <a href="#">In-Text Citations: Author/Authors</a></li> </ul>
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### ***Review In-Text Citations***

Work through your draft of your final paper; for every time you directly quote, paraphrase, or summarize an outside source or text, check that you:

1. introduce the outside information,
2. clearly distinguish the outside information from your own ideas and voice (quotation marks, introductory phrases, explanatory phrases, etc.);
3. connect the information to the source with an in-text citation;
4. connect the information to your argument or narrative (do not expect the reader to understand the connection; make it obvious);
5. check your MLA/APA style in-text citation is correct (usually
  - a. MLA: Author's last name and page numbers;
  - b. AP: Author's last name, date, and page numbers) and;
6. confirm you have a full bibliographic citation in the works cited list.

### ***Review Full Bibliographic Citations***

Carefully check each of your full bibliographic citation at the end of the paper. Consider:

<ul style="list-style-type: none"> <li>● Make sure each text you reference in your paper is included in the reference list (and make sure only references you cite are in the reference list).</li> <li>● Know the difference between the article title and journal/periodical title.</li> <li>● Really, you got a paper copy...I doubt it, you need the DOI or URL to the journal's or book's digital site.</li> <li>● Triple check the punctuation (what is commas, what is periods, what is italicized, etc.)</li> <li>● What about the formatting of your volume and issue numbers?</li> <li>● Make sure you have hanging indents (watch this video to help): <a href="#">Google Docs Hanging Indent Tutorial</a></li> </ul>	<ul style="list-style-type: none"> <li>● Make sure each text you reference in your paper is included in the reference list (and make sure only references you cite are in the reference list).</li> <li>● Know the difference between the article title and journal/periodical title.</li> <li>● Most words in article titles do not have capital letters.</li> <li>● Really, you got a paper copy...I doubt it, you need the DOI or URL to the journal's homepage (not the long, ugly URL to the database page).</li> <li>● Triple check the punctuation (what is commas, what is periods, what is italicized, etc.)</li> <li>● APA uses "pp" for page numbers. What about the formatting of your volume and issue numbers?</li> </ul>
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|  | <ul style="list-style-type: none"><li>● Make sure you have hanging indents (watch this video to help): <a href="#">Google Docs Hanging Indent Tutorial</a></li></ul> |
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At the bottom of your draft, leave a quick reflection that describes the types changes you made in incorporating outside sources; label the reflection "DD10: reflection citation revisions."

Please note, I will look at your draft's Google Doc history to confirm that you checked and revised both in-text and full bibliographic citations. Take this activity as an opportunity to carefully review the formatting of citations in your document.

## Focusing on Basic Sentence Construction

First, read about sentences:

- [Basic Sentence Concepts](#)
- [Sentence Types](#)
- [Expanding the Basic Pattern](#)

Next, go to your draft in the [Google Drive Final Paper folder](#). Identify two (2) of the longest paragraphs in the draft. Use the commenting feature to work through the analysis method discussed next. Highlight the first word of EVERY sentence in EACH paragraph and start a comment. For each sentence, in the comment identify:

- the [subject and predicate](#), and
- the [type of sentence](#).

After completing the sentence analysis, briefly reflect about what you learned. What types of sentences do you tend to (over?) use? What sections of your paper will you more closely look at? How? Why? Put your reflection at the bottom of the document. Title your reflection "DD11: reflection sentences."

## Copy Editing with the Paramedic Method

First, read/view about the Paramedic Editing Method:

- [Paramedic Method: A Lesson in Writing Concisely](#)
- [Reverse Paramedic Method](#)
- [How to Make Sentences Clear and Concise](#)
- [The "Paramedic Method"](#)
- [Paramedic Method](#)
- [The Paramedic Method: Editing for Clarity](#)

Next, go to your draft in the [Google Drive Final Paper folder](#). Select two (2) different paragraphs from above. Use the Paramedic Method materials above to analyze and revise the sentences as a form of both tightening and copy editing. Highlight the first word of each paragraph you edited and leave the comment "PARAMEDIC editing"

After completing the Paramedic editing activity, briefly reflect about what you learned. What types of changes did you find yourself making? What sections of your paper will you more closely look at? How? Why? Put your reflection at the bottom of the document. Title your reflection "DD11: reflection Paramedic editing."

Please note, I will look at your draft's Google Doc history to confirm that you carefully edited your paragraphs.

Remember, you may only receive credit for this optional, extra credit opportunity if you submit it by the deadline.

## Focusing on Voice, Tone, & Persona

Read

- [Persona](#)
- [Tone](#)
- [Voice](#)
- [The Writer's Voice](#)
- [The Best Word](#)

Write

Go to your draft of Project #1 in the P#1 folder; at the bottom of the document and write DD6HW3: Voice, Tone, & Persona. Reread through your draft and make changes that help convey an appropriate voice, tone, and persona. At the bottom of your paper, briefly describe the types of changes you made and why you made them.

## Play with Sentence Variety & Style

Read:

- [Various Methods for Joining Ideas](#)
- [Strategies for Variation](#)
- [Sentence Punctuation Patterns](#)
- [Designing Effective Sentences](#)

Analyze: Think about and play with sentence variety and style. Use working with sentence styles as an opportunity to explore and expand your own writing options. Identify the two longest annotations (content after a full bibliographic entry)--pick different paragraphs/entries from [DD12HW2 when you identified sentence parts & types](#)). Use the materials above to analyze and revise the sentences in the two longest annotations in your current draft of Project #2.

Reflect: Use the commenting feature to highlight and comment upon the last word in each (two!) paragraphs. In that comment briefly reflect upon what you learned about your own sentence styles. Based on this activity what do you want or need to work on? Start your comment with DD14HW1 so I know which assignment to associate with which comment.

Submit: Copy/paste the URL to your draft

## Peer Review Final Projects

Read ["Revision Practices."](#) Peer review two (2) classmate's drafts. When you select drafts from the [shared Google Drive folder](#), try to select someone who does not yet have feedback. Please be sure to be logged into your UA Gmail account when you do this activity so that the comments are tracked by your name.

ASSESS: Copy and paste the Grading Criteria at the bottom of their draft (copy from the "rubric" on DD10HW2). Write your name at the top of the criteria. Write yes or no next to each criteria. Any time you write "no" be sure to provide suggestions on how they can meet the criteria.

**ASK QUESTIONS:** Use these sample questions to ask at least four (4) questions of the content in the draft. Highlight specific sections of the draft and [ask detailed questions](#). Start each Google Comment that represents a question with “QUESTION.”

**CRITIQUE REASONS/CRITERIA:** Identify where in the draft your classmate states the first reason/criteria supporting their claim. Highlight the reason and start a Google Comment that starts with “REASON.” In your comment about their reasons, specifically discuss:

- If you agree that their reason supports their claim, why or why not
- If you agree that their evidence supports their reason, why or why not

Be sure to comment upon three (3) of your classmate’s reasons/criteria (everyone should have at least three reasons).

**HUTCHEON:** Read [Hutcheon Chapter 6](#). Make at least two (2) suggested revisions based on content from the chapter. Start each comment with “HUTCHEON.” My guess is you are likely to use this to comment upon how reasons connect to the claim and/or how evidence connects to the reasons.

**MAKE IN-TEXT COMMENTS:** Make at least four (4) more in-text comments using the comments feature in Gdocs; start each comment with “COMMENT.” For each, make sure to provide detailed, helpful suggestions on making specific changes to the document. Consider:

- Was there a place you were confused? If so, ask questions and make suggestions to help clarify the text.
- Where there places you wanted to know more (esp. When citing detailed evidence from different texts)? If so, describe what more you hope to see and why you want/need it to better understand the argument.
- Focus on arrangement/organization. How/why might you present this argument differently? Do you agree with the order the items are presented? why or why not?
- Read the resources about MLA citation in the DD10 Optional activity. Check In-Text citations.
- Check Full Works Cited listing. Make sure your classmate sites both films and alphabetic texts.
- Try some of these comment starters:
  - Summarizing/Saying Back—Here is what I see this saying...
  - Glossing—Here is a word or phrase that condenses this paragraph or section...
  - Responding—As I read this paragraph, I...
  - Pointing—What seems most important here is... What seems to be missing here is...
  - Extending—You could also apply this to... What would happen if you...
  - Encouraging—This section works well for me because...
  - Suggesting—If I were you, I would add... You could move that paragraph...
  - Soliciting—Could you say more here about...
  - Connecting—In my experience, this... That’s like what x says... I saw some research on this...
  - Evaluating—This opening is focused, well-developed, catchy...
  - Counterarguing—Another way to look at this is...
  - Questioning—Why do you say...

**SUMMARIZE:** Beneath the grading criteria you completed, leave a summative comment that addresses all of the following:

- Describe three (3) things you like in the project. Describe why and like it and how your classmate can reproduce it in this or future writing.
- Explicitly addressed the three (3) concerns your classmates left at the top of the document.

- What is the single most important revision your classmate can make to improve their project?

SUBMIT: In this assignment area in D2L, copy and paste the URL to the two (2) drafts you peer reviewed and left comments.