Using Grammarly to Proofread Your Journal Contribution

Introduction

Welcome! This guide will walk you through using the **free version of Grammarly** to proofread and edit your journal paper or report after you've made the revisions suggested in your review letter. Grammarly is simply a tool that checks your writing for grammar, spelling, punctuation, and clarity issues—think of it like having a helpful editor looking over your shoulder.

Don't worry if technology feels intimidating! This guide breaks everything down into simple, clear steps. Thousands of people use Grammarly every day, and you can too.

Before You Begin

What you'll need:

- Your revised journal paper or report (the one you updated based on the review letter)
- A computer with internet access
- An email address
- About 30-60 minutes of focused time

Your goal: Get your Grammarly score to **95-100** (out of 100) by addressing Correctness and Clarity suggestions.

Step 1: Create Your Free Grammarly Account

1. Open your web browser (Chrome, Firefox, Safari, or Edge)
2. Go to: **www.grammarly.com**
3. Click the **"Sign up for free"** button (usually in the top right corner)
4. You can either:
    - Sign up with your **Google account** (easiest option—just click and it logs you in automatically), OR
    - Sign up with your **email address** (you'll need to create a password)

5. Follow the prompts to complete your account setup
6. You'll receive a confirmation email—click the link in that email to activate your account

That's it! You now have a free Grammarly account.

Step 2: Upload Your Document to Grammarly

1. **Log into Grammarly** at www.grammarly.com using your email or Google account
2. You'll see your Grammarly dashboard (a mostly blank screen with options on the left)
3. Look for a button that says **"New"** or **"Upload"** (usually in the top left area)
4. Click **"Upload"**
5. A window will pop up showing your computer's files
6. **Find and select your revised paper** (the Word document you created after making review letter revisions to your paper in the file I sent you whose name ends in " – Revision 1 – 2025-11-18.docx")
7. Click **"Open"**
8. Wait a few seconds while Grammarly uploads and analyzes your document

You should now see your document text on the left side of the screen.

Step 3: Set Your Goals in Grammarly

As soon as you upload your document, Grammarly will show you a pop-up window called **"Set goals"**. This helps Grammarly give you the right kind of feedback for academic writing.

Use these exact settings:

- **Domain:** Select **"General"** (do NOT select Academic—General works better for CGT papers)
- **Intent:** Leave this **blank** (don't select anything here)
- **Audience:** Select **"Knowledgeable"**
- **Formality:** Select **"Neutral"**

At the bottom of this window, **check the box** that says: **"Show Set Goals when I start a new document"**

Then click **"Done"** or **"Save"**

Why these settings? These settings tell Grammarly you're writing for educated readers in a professional but accessible style—perfect for CGT journal papers and reports.

Step 4: Find Your Overall Score

After you set your goals, look at the **top right area** of your screen (or in the top center of the screen in some browser windows (screens)). You should see a large circular number—this is your **Overall Score** (out of 100).

What the score means:

- 90-100 = Excellent (with your goal being to get your score to 95 or above)
- 80-89 = Good (keep working on it)
- Below 80 = Needs improvement (you have some work to do)

Don't worry if your initial score is low! That's normal. You're going to improve it step by step.

Step 5: Work Through Correctness Suggestions (Most Important!)

Now you'll start fixing issues in your document. **Start with Correctness—this is the most important category.**

1. Look on the right side of your screen for a section called **"Correctness"**
2. You'll see a number showing how many correctness issues Grammarly found
3. Click on **"Correctness"** to expand this section
4. Grammarly will show you each issue, one at a time:
    - **Red underlines** in your text show where the issue is
    - **The right sidebar explains the issue** and suggests a fix
    - You can **click "Accept"** if you agree with the suggestion
    - You can **click "Dismiss"** if you disagree (use this sparingly!)

Work through ALL the Correctness suggestions. This includes:

- Spelling errors
- Grammar mistakes
- Punctuation problems

Tip: Take your time! Read each suggestion carefully. Grammarly usually explains WHY something needs to be fixed.

Watch your score improve as you accept corrections!

Step 6: Work Through Clarity Suggestions

After you've finished all Correctness issues, move to **Clarity**.

1. Look for the **"Clarity"** section on the right side
2. Click on it to expand
3. Work through each clarity suggestion:
    - These help make your writing easier to understand
    - **Blue underlines** show clarity issues
    - Grammarly might suggest shorter sentences, clearer wording, or removing wordy phrases
4. Accept suggestions that make your writing clearer
5. Dismiss any that change your intended meaning

Your score should be at 95 or higher by now! If you've reached 95-100, you can skip to Step 8.

Step 7: Optional—Work Through Engagement and Delivery (If You Have Time)

If your score is still below 95, or if you want to polish your paper even more, you can work through:

Engagement (helps make your writing more interesting) **Delivery** (helps your tone and style)

These are **optional** for CGT papers—focus your energy on Correctness and Clarity first!

Step 8: Download Your Corrected Document

Once your score is **95 or higher**, it's time to save your work!

1. Look at the **left side** of your screen (you may need to click a menu icon ≡ if the sidebar is hidden)
2. Click on the **three dots menu (⋮)** or look for **"Export"** or **"Download"**
3. Select **"Download"**
4. Choose **"Download as Word (.docx)"**
5. Save the file to your computer

Your corrected document is now ready for the next step!

Step 9: Run Through Your Self-Check Checklist

Important: After downloading from Grammarly, open your downloaded document and work through the separate **"Authors Self-Check Checklist for Journal Paper Revisions"** that was sent to you.

This checklist will help you verify:

- Formatting requirements
- Citation style
- Document structure
- Any other CGT-specific requirements

This is a critical step—don't skip it!

Step 10: Rename and Submit Your File

Once you've completed the Self-Check Checklist:

1. **Rename your file** to end with: **" - Revision 1 - 2027-MM-DD"**
    - Replace **MM** with the month number (01 for January, 02 for February, etc.)
    - Replace **DD** with the day number
    - **Example:** "CGT 2027 - Paper - Shields - Revision 1 - 2027-11-07" if you completed this process on November (11) 7th (07).

2. **Email your revised and proofread paper** to True Shields at tshields@landmarkworldwide.com.
3. **If you have images to submit to include in the paper**, please follow the instructions in the Self-Check Checklist regarding Drawings, Photos, and Images and email them to True in a separate email!

Congratulations! You've successfully used Grammarly to proofread your paper!

Helpful YouTube Video Tutorials

Search for “How to Use Grammarly in 2026” on YouTube.com to find helpful video tutorials that walk you through using Grammarly if you need more help or are a visual learner.

Troubleshooting Common Issues

Here are some common problems you might run into while using Grammarly.

"I can't find the Upload button"

- Look for "New" or "+" button instead
- Some versions say "Create New Document"

"My score isn't improving"

- Make sure you're clicking "Accept" on the suggestions
- Check that you've addressed ALL the Correctness issues
- Try refreshing the page

"Grammarly changed something I don't want changed"

- That's okay! You can dismiss any suggestion
- You're the author—Grammarly is just making recommendations

"I'm confused by a suggestion"

- Click on the suggestion to read Grammarly's explanation
- If you still don't understand, it's okay to dismiss it
- Focus on the issues you DO understand

"I can't download my document"

- Try clicking the three dots menu (⋮) at the top
- Look for "Download" or "Export"
- Make sure you're logged in

Final Encouragement

You can do this! Using Grammarly is much simpler than it might seem at first. Thousands of authors—many in their later years—use Grammarly successfully to improve their writing.

Remember:

- Take your time
- Read each suggestion carefully
- You're in control—you decide which changes to accept
- Your goal is simply to get your score to 95

Questions? If you get stuck, you can:

- Watch one of the YouTube videos listed above
- Check the PDF guides
- Ask a tech-savvy friend, (younger) family member, or other authors in the CGT community for help
- ***Last resort only:*** Email your CGT editor for guidance

Good luck with your paper! Your contribution to the Conference for Global Transformation is valued and appreciated.

Quick Reference Checklist

- [ ] Create free Grammarly account
- [ ] Upload your revised document
- [ ] Set goals: General, (Intent blank), Knowledgeable, Neutral
- [ ] Check "Show Set Goals when I start a new document"
- [ ] Note your initial Overall Score

- [ ] Work through ALL Correctness suggestions
- [ ] Work through ALL Clarity suggestions
- [ ] Verify score is 95-100
- [ ] Download corrected document as Word file
- [ ] Complete Authors Self-Check Checklist
- [ ] Rename file: " - Revision 1 - 2025-MM-DD"
- [ ] Email to editor

You've got this!