



# Editing & Proofreading

## WHAT ARE EDITING & PROOFREADING?

“The tasks involved in copy editing include checking written material for grammar, spelling, style, and punctuation issues before it’s prepared for proofreading” (Grammarly).

“When the material is nearly a finished product, meaning it has been edited, laid out, and designed, the proofreader searches for typographical errors... Proofreaders don’t suggest major changes to the text; rather, they look for minor text and formatting errors and confirm the material is ready for publication” (Grammarly).

## ADVICE

### WHEN YOU’RE EDITING, CHECK FOR THINGS LIKE...

- Subject and verb agreement
- Verb tense agreement
- Clear Pronoun references
- Complete sentences
- Proper sentence punctuation
- Misplaced or dangling modifiers
- Parallel structure

### \*EDITING TIPS

- Read your essay backwards: When you read from the top down, you can get caught up in the story or skim. When you read from the bottom to the top, it’s easier to focus specifically on sentence structure and punctuation.
- Read your essay out loud! Your ears will head a mistake that your eyes might overlook.

### WHEN YOU’RE PROOFREADING...

- Commonly Confused Words
- Misspellings or Faulty Capitalization
- Typos
- Formatting
- Spacing
- Type Size
- Paragraphing
- Visuals
- Documentation

### \*PROOFREADING TIPS

- Look for one type of problem at a time: focus on one item at a time. Looking for two much at once can cause careless errors.
- Review a hard copy: seeing the document in a new format can help you catch more errors.
- Read your text backwards: Like with editing, reading the text backwards can help you focus and avoid skimming.
- Create your own proofreading checklist: as you develop your proofreading process, create a list of things that you know you do in your writing to look out for them in future writing.

