

## Academic Writing: Editing Tips

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### One draft is never enough!

- Good writing comes in stages
- The first draft stage is a different writing process from the editing stage
- Editing allows you to submit your best work

### How do I edit?

- Read your first draft with a critical eye
- Try reading your first draft out loud
- Be ready to make improvements

### Ask yourself:

- Is the argument clearly set out?
- Is there appropriate supporting evidence?
- Is it appropriately referenced?
- Does each paragraph make a clear point?
- Is there irrelevant information which needs to come out?
- Is it written in an academic style?
  - ❖ Check course or department guidelines for what is expected. Some disciplines allow the use of the first person pronoun (“I”), others do not. It is your responsibility to find out what is expected / allowed
- Are the sentences grammatical?
- Is each sentence clear?
- Is the reader guided through the argument?

**Make a personalised checklist of the kinds of things you need to look out for** – see our “Editing: Making a Personalised Checklist” for some tips

### To Sum Up:

- Time is your greatest ally – plan well
- Leave time to edit
- Practice your editing skills
  - ❖ Proofread before submitting!