



Six Simple Ways To

SELF-EDIT

1

READ YOUR PAPER ALOUD

When you read your paper aloud, you may find typos, missing words, or confusing sentences that you never noticed before! You use different parts of your brain when you read silently vs. reading aloud — you're aware of each word as you say it & can't mentally skim over sections.

2

LOOK AT IT IN A NEW WAY

Some writers find it helpful to change the font size, color, or formatting while editing. It can also be helpful to print out a hard copy and read through your paper that way. This can also make it easier to mark areas you want to work on.

3

DON'T TRUST SPELLCHECKERS

Spellcheckers can be helpful, but they can also be distracting and just plain wrong. Unless you love them, it might be a good idea to turn it off until you finish your first draft. They can catch some typos & errors, but don't rely only on them! They may also mark "errors" that aren't errors at all.

4

USE EDITING PARTNERS

If you've been staring at a paper for hours, it might be time to ask a friend — or make an appointment at the Writing Center. Collaborative editing is another form of self-editing, & explaining your thought processes to someone can help a ton with clarity & organization of your ideas.

5

MAKE A "CHEAT SHEET"

Everyone has certain words they always misspell or misuse because English rarely has clear or consistent rules! Whether you struggle with spelling, articles, transitions, or anything in between, it helps to keep a sheet of reminders that you can reference while editing.

6

TAKE YOUR TIME!

Make time for proofreading (grammar, citations, & syntax) & revising (organization, flow, clarity, content), and don't rush through it all at once. It's helpful to do a readthrough for revising and a separate readthrough for proofreading to stay focused and avoid feeling overwhelmed.