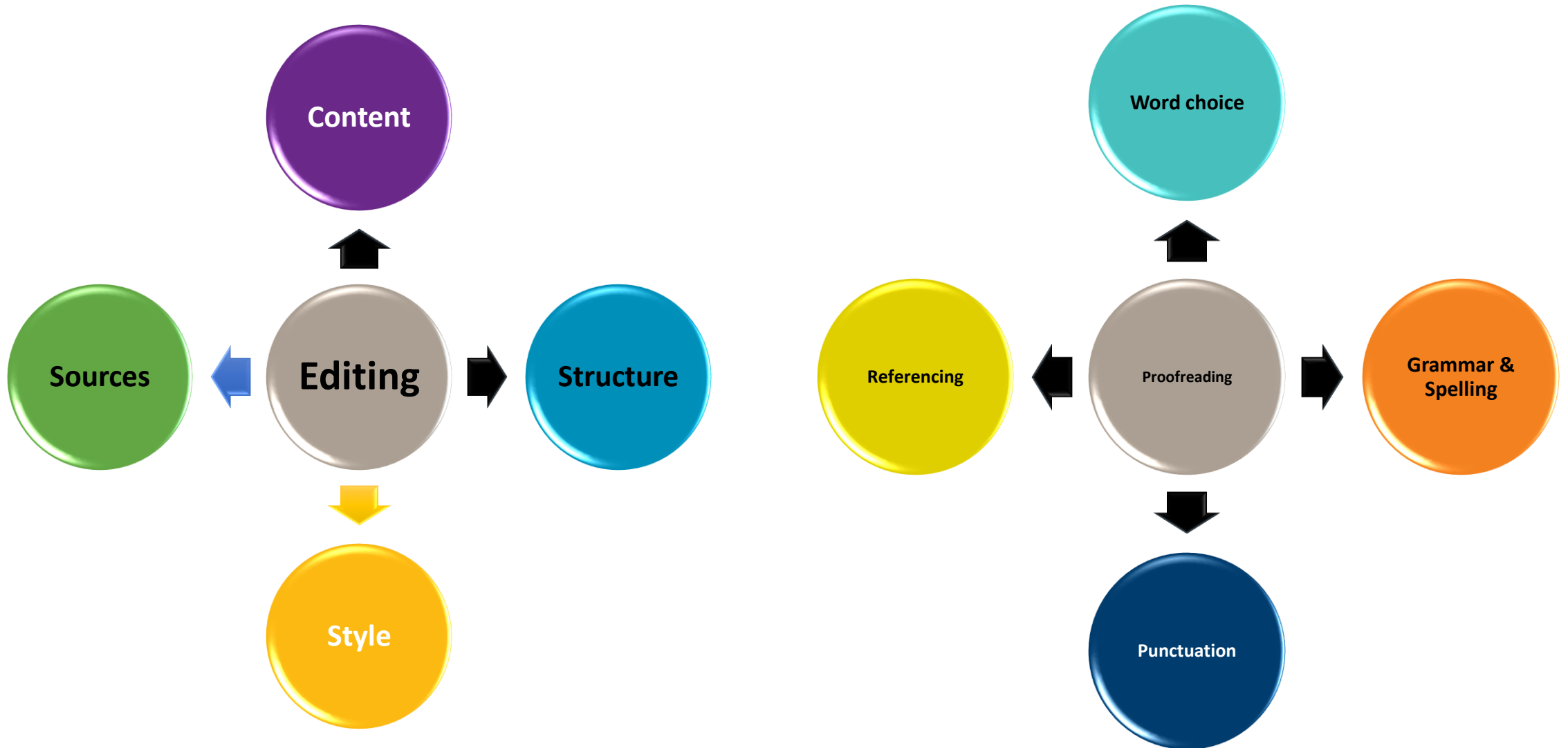


Developing Academic Skills: Editing and Proofreading




- USQ Library Services

Editing and proofreading are 2 separate processes



Editing:
Check your structure

Your introduction should:	Explain to your audience (reader) the main point of your assignment.	Outline your assignment structure.	Explain your scope or limits (if appropriate).	
Your body paragraphs should:	Each only develops one idea which is stated in the topic sentence. The order of your body paragraphs should match the order outlined in your introduction.	Should have sufficient in-text citations which are accurate and good quality. These should align with your references list.	Include analysis and critical thinking	Use linking words or phrases to create flow between the paragraphs.
Your conclusion should:	Restate the main points made in the body of your assignment (brief summary).	Draw appropriate conclusions or justifications if required.	End with a strong statement.	



USQ Improve writing structure and flow by creating links between your ideas.

Another tips for effective academic writing is make sure you demonstrate logical flow of ideas. Use transitions (linking words and phrases) to connect your ideas between and within paragraphs.

Transition Words and Phrases					
For continuing an idea	For providing a contrasting view	For showing Cause and Effect	For showing sequence	For concluding	For restating a point or giving examples
Additionally... In addition... Moreover... Because Consequently... Clearly, then... Furthermore... In the same way... Continuing this idea... Also... Pursuing this further...	In contrast to these... Unlike the previous example... Different from this... Despite these findings... However... Contrary to these findings... In opposition to... Nevertheless...	Following... In response to... Therefore... As a result of... For this reason... The result... Thus... Due to this... Consequently... The reaction...	The first [concept/aspect]... The second [concept/aspect]... The third [concept/aspect]... Firstly, Secondly, Finally After...Afterwards... As soon as... In the first place... In the meantime... Later... Meanwhile... Next...	Therefore... This..... Hence... In final analysis In conclusion... In final consideration... Indeed...	In other words... Specifically... For instance... For example... One such occurrence... This is demonstrated by To illustrate... Also... To demonstrate... This is supported by...

Editing: Check your Style

Support statements with credible and scholarly evidence.



Image source:
<https://pixabay.com/vectors/shelf-books-library-reading-159852/>

- Focus on facts, not emotion
- Use a formal, objective tone
- Consider different views
- Avoid contractions such as didn't, couldn't, and abbreviations such as dept. instead of department.
- It is better to write in full.

Consider your tense. Formal academic writing uses first person. Third person may be acceptable for reflective writing



He
She
they

I
Me
You
we



Editing: Check your sources, ask

- does every piece of information I have used in my assignment have an appropriate in –text citation?
- do my in-text citations match my reference list entries?
- are my sources current and authoritative?



Editing: Check your sources, ask

- does every piece of information I have used in my assignment have an appropriate in-text citation?
- do my in-text citations match my reference list entries?
- are my sources current and authoritative?



Proofreading:

Spelling/Grammar

Word choices – be concise

Use of appropriate terms for the theory

Avoid words you do not know

Remove slang and discriminatory language

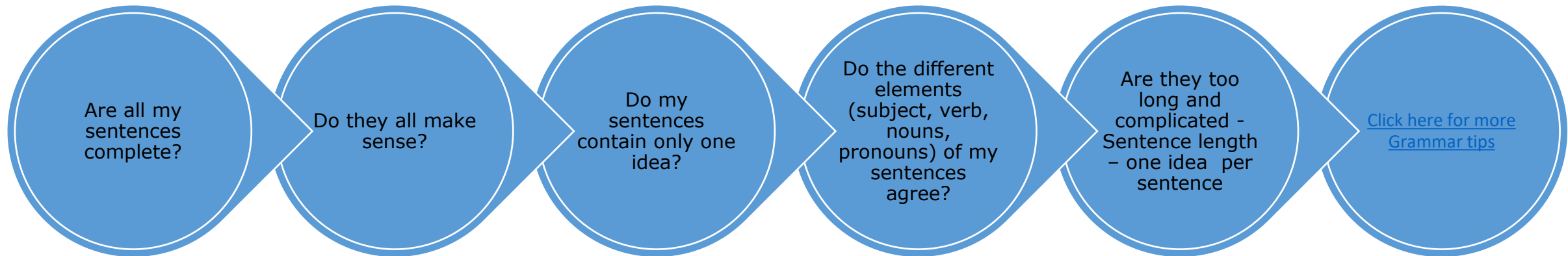


Proofreading: Check your Grammar



TIP: READ YOUR ASSIGNMENT OUT LOUD.

YOU MAY FIND IT EASIER TO HEAR THE MISTAKES THAN SEE THEM.



Using Apostrophes: quick guide

Possession		
Singular nouns	Apostrophe + s	The boy's hat
Plural nouns	Apostrophe only	The boys' hats
Plural nouns not ending in s	Apostrophe +s	The children's books
Singular proper noun ending in s	Guidelines vary but be consistent	Charles Dickens's Or Dickens' novel
Plural proper noun ending in s	Apostrophe only	The Smiths' house

Proofreading: Check your referencing is accurate.

- Have I used the correct referencing style specified on my task sheet or studydesk?
- Are my in-text citations and reference list accurate according to the USQ library style guides?
- <https://www.usq.edu.au/library/referencing>
- Is my reference list in alphabetical order by authors' surnames?
- Check out the [RefRight interactive tool](#)