




Graduate Research Advanced Skills Program (GRASP)

Research Writing Series

Editing and proofreading

Dr Petra Dumbell, Sem 2 2022



I acknowledge the Whadjuk Nyungar as the Custodians of the land on which I live and work. This Country was never ceded, it always was, and always will be Aboriginal land.

I pay my respects to Whadjuk Nyungar Elders past and present. I value their ancestral and continuing caring for Country practices and thank them for looking after this Country for so long.

I appreciate Indigenous ways of communication which are inclusive and respectful, and I recognise that this Country has been a place of teaching, research and learning for tens of thousands of years.

Levels of editing – macro level

- **Coherence of the overall argument**
- **Text covers main sections required**

How to edit at the macro level:

- ✓ Use mind-mapping techniques
- ✓ Explain the main arguments of your text to a friend
- ✓ Refer to guidelines, have you covered the main sections?
- ✓ Check headings for consistency and clarity
 - ... headings by themselves should convey “story”

Levels of editing – intermediate level

- **Content** (flow of ideas in paragraphs and sentences)

How to edit at the intermediate level:

- ✓ Read out loud
- ✓ Check your paragraphs (refer to GRASP session 4)
- ✓ Summarise your paragraphs into 1 short sentence: check for coherence
- ✓ Use mind-mapping techniques
- ✓ Check your sentence structure (refer to GRASP session 5)

Levels of editing – micro level

- **Syntax, grammar, spelling, punctuation, formatting, referencing**

How to edit at the micro level:

- ✓ Read out loud
- ✓ Change font and size
- ✓ Hold upside down (for formatting 😊)
- ✓ Know your weaknesses and edit accordingly

Editing – tips

- ✓ Check guidelines (for thesis, journal articles, ...)
- ✓ Use style guides

- ✓ Print it out
- ✓ Take a break

- ✓ Edit for one specific element at a time
- ✓ Go from macro to micro editing (big to small)
- ✓ Edit at macro and intermediate level whenever feels right, but proofread (micro level) at the end
- ✓ Come up with your own Edit-To-Do list based on feedback and past errors
- ✓ Use Find-Replace functionality

Questions

GRASP webpage

<https://researchtoolkit.library.curtin.edu.au/grasp/>

Help

LibraryResearchSupport@curtin.edu.au

Feedback (Stop – Start – Continue)

https://docs.google.com/spreadsheets/d/1t7roPInys2xK_0zY69ivY9s09ZNs2iY_byLVdCSKD7M/edit?usp=sharing