

A dozen EDITING & PROOFREADING tips

1 Give it a rest.
Do not edit immediately. You're more likely to catch errors if you look at your work with fresh eyes.

2 Read it aloud.
Read slowly, and read every word. Awkward wording and lack of flow are easier to catch this way.



3 Spell check,
but do not rely entirely on spell check. A word may be spelled correctly, but inaccurate in a given context.

4 Print it out.



5 Read it backwards to catch spelling errors.



6 Read for one kind of error at a time. Pass copy around a circle with each staff member looking for one problem.

7 Circle verbs;
check for passive voice, tense, agreement, etc.

8 Circle punctuation;
look for correct use of commas, semi-colons & colons.

9 Check proper names against master list.



10 Highlight adjectives & adverbs. Would stronger verbs render them unnecessary?

11 Remove name of school & mascot in captions and copy. It's redundant.

12 Eliminate the words "this year."

