

Paper Editing

Tool	Task	What to look for:
 Red pen	Fix it	Spelling, punctuation, capitalization, grammar, missing words
 Blue pen	Praise it	Circle words, phrases, or sentences that are vivid, powerful, specific, or memorable
 Highlighter	Make it stronger	Highlight vague, repetitive, boring, or “telling” language that could be improved
 Post-it	Name the point	I think your paper is really about... (and is that message clear or could it be emphasized?)

Common Editing Marks:

Remove

Add aspace

Add

Run-on sentence

Mispeled

Fragment

New paragraph

Add a period

capitalize

Transpoes

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Close up sp ace