**26 Tips for Editing**

1. Replace “to be” verbs (is, was, were, etc) with strong active verbs. This often entails making your statement active rather than passive.
2. Eliminate strings of prepositions, which are often a symptom of the passive voice. (eg. By a sense, of the main, etc).
3. Be concise.
4. Vary the structure and length of your sentences.
5. Use transitional words and phrases to show relationships between sentences.
6. Get some distance from the text.
7. Decide what medium lets you proofread most carefully.
8. Try changing the look of your document.
9. Find a quiet place to work.
10. If possible, do your editing and proofreading in several short blocks of time.
11. If you’re short on time, you may wish to prioritize.
12. Don’t rely entirely on spelling checkers.
13. Grammar checkers can be ever more problematic.
14. Proofread for only one error at a time.
15. Read slow and read every word.
16. Separate the text into individual sentences.
17. Circle every punctuation mark and ask yourself if it’s correct.
18. Read the paper backwards.
19. Proofreading is a learning process.
20. Ignorance may be bliss but it won’t make you a better proofreader.
21. Proofreading becomes more efficient as you develop and practice a systematic strategy.
22. Don’t edit while you’re working.
23. Edit for structure and content first.
24. Avoid repeating the same point several times.
25. Avoid wishy washy phases like “in my opinion” or “it is my belief.”
26. Cut unnecessary adjectives. Don’t say “John said loudly” if you can say he shouted.