

Phase 3: Final Editing and Proofreading:

Once you have completed phase 1 and 2 of the revision process (macroscale and microscale revision), and are satisfied with both the content and the style, then it's time for the final editing. This is where you make your assignment *perfect*!

I. Consider your spelling

☐ Have you spelled everything correctly? Do NOT rely on your computer's spell-check function. This only tells you if a word you typed is a word, not if it's the correct word.

II. Check your punctuation

☐ Look for things that have caused you trouble in the past. For example, should you use a comma or semi-colon?

☐ Pay special attention to quotations. Does the question mark go inside or outside of the quotation marks? Have you used both opening and closing quotation marks for each quotation?

III. Check your formatting

☐ Is your manuscript format correct? (APA style, Chicago style, etc.)

☐ Have you *italicized* or underlined titles of plays and novels and put the titles of short stories and poems in quotation marks?

☐ Does your works-cited (reference) list follow the proper citation format (most likely APA), and do you properly cite your quotations in the body of the text?

References

Gardner, J.E., & Diaz, J. (2017). *Reading and writing about literature* (4th ed.). Macmillan Learning.

Klein, S. (2013, April 1). *How to edit your dissertation*. The Guardian.
<https://www.theguardian.com/education/2013/apr/01/how-to-review-and-revise-your-dissertation>

Purdue Online Writing Lab. (n.d.). *Higher order concerns (HOCs) and lower order concerns (LOCs)*.
https://owl.purdue.edu/owl/general_writing/mechanics/hocs_and_locs.html

University of Wisconsin-Madison. (2020). *The writer's handbook*.
<https://writing.wisc.edu/handbook/>