**Research Writing**
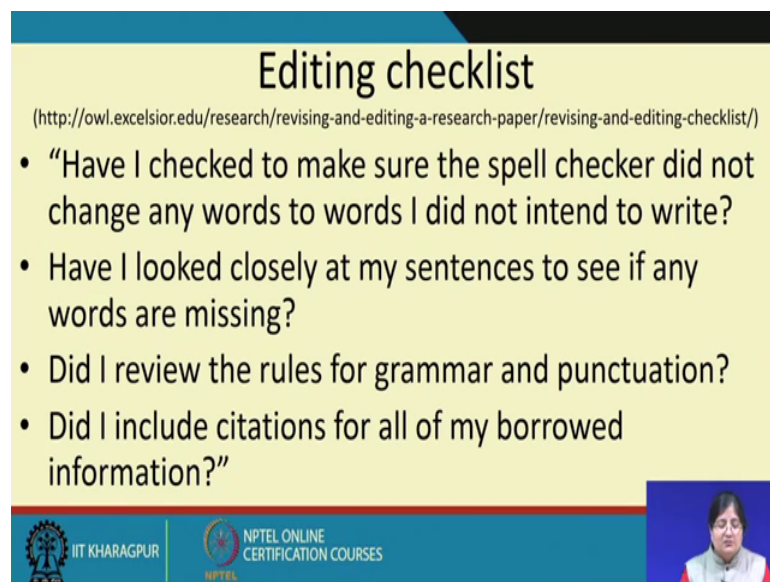**Prof. Aradhna Malik**
**Vinod Gupta School of Management**
**Indian Institute of Technology, Kharagpur**

**Lecture - 28**
**Editing and Proofreading**

My name is Aradhana Malik and I am helping you with this course. And in this lecture we are going to talk about editing and proofreading. So, we finished writing our paper manuscript, we revised it, we removed or we have, you know you taken care of the common mistakes that we tends to make. Now we are going to edit it and proofread it and get it ready to submit to a journal ok.

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The editing checklist um, how do we do this, the editing checklist this is again from A S L C L College, while editing, just in editing is different from revising. Editing means you go through after you have revised, then you look at it once again and make sure that you have not really, that you are trying to get it ready for your publication. So, just check whether you have, you know check to make sure that the spell checker did not change any words that you did not intend to write. We use spell checker, use these automatic ah you know this programs in our computers have I look closely at my sentences to see if any words are missing.

So, go through it, make sure you conveyed what you wanted to convey, make sure your you know you have not inadvertently removed information that you intended to keep. Did I review the rules for grammar and punctuation? So, is my grammar ok, is my punctuation ok, did I include citations for all my borrowed information. Again we have been happing on this, you must acknowledge, be borrowed information.

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Now, after you have done this you move on to proofreading, your document is almost ready what do you do? What is proofreading? Proofreading is the act of searching for errors before you hand in your final document.
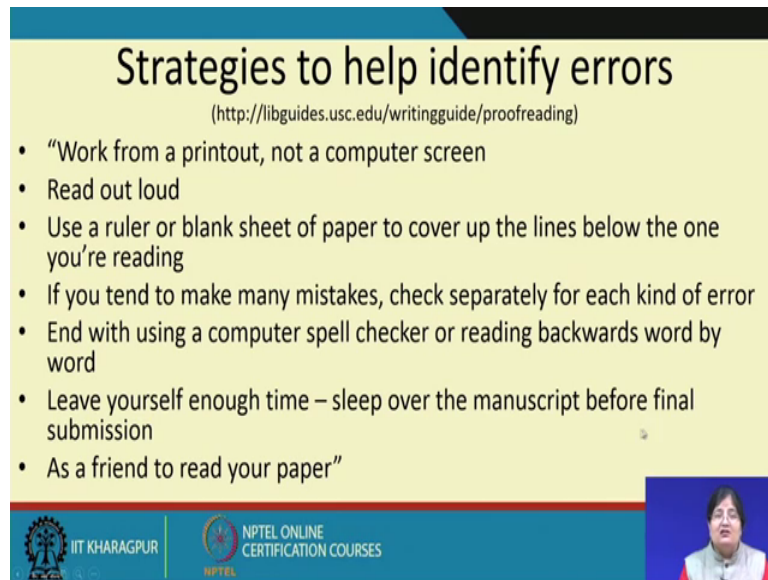
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Before you proofread what must you do? You must be sure you have revised the larger aspects of the text. So, you revised, you gone through it, you are getting ready to submit it, you proofreaded. So, make sure you revised the larger aspect of this text, your arguments are strong, you have looked at opposing points of view, you have taken care of the mistakes. So, you have done whatever you need to do, to make the document as strong as possible

Then set your paper aside between writing and proofreading you written it, you revised it, you go for a break, do it over a weekend, go to sleep and then think about it. Sleep over it, take a break, enjoy yourself, do something fun that relaxes you and then come back and look at it with a fresh eye. So, take a break between your final revisions and editing and your final proofreading. Eliminate unnecessary words before looking for mistakes, know what to look for you must know what you are looking for; mistakes, grammatical error, formatting issues, wherever you submit the journal that you submit to, will have its own method of you know formatting, you have to adhere to those concerns, you have to adhere to the word limit.

So, make sure at this stage you are trying to cut down, find you are trying to prune your document. Pruning is a term that comes from gardening. Pruning means you cut off the additional you know extensions of branches. So, you prune your documents to fit into the requirements of the journal. So, you must know where to prune, what to look for in, what

to remove, review your list of references. Please make sure that the end of text references match the in text references and vice versa, make to separately is, are highlight them like I told you, but that is absolutely essential.

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Some strategies to help you identify your errors, work from a printout not from computer screen. It is always easier on the eyes working, you will say I do not want to waste paper, do not waste it in the initial stages, but while proofreading sit in a comfortable place, you know have your you know remove your distractions and maybe it with a cup of coffee or tea, no alcoholic beverages please, but something that relaxes you, maybe a glass of water, juice, something to help, regenerate, rejuvenate you and then read and beas relax this possible look at it with a critical I end user printout read out aloud um. So, read out, whatever you have doing read out loudly to yourself or have someone read it to you, use ruler or blank sheet of paper to cover up the lines below the one you are reading.

So, read everything the line by line takes a lot of effort, but it helps if you tends to make many mistakes. Check separately for each kind of error. For example, I you must have noticed when I have shared this slides with you many times, I either forget to open the inverted commas are close them. So, I have my t a look at it and proofread it and this is one kind of mistake that I am often make this efforts, then I making my slides. I know I have to give credit, so I make sure I put the reference, but then I forget either I open the inverted commas and forget to close them or I close the inverted commas and forget

there have not opened them. End with using a computer spell checker or reading backwards word by word. Leave yourself enough time, sleep o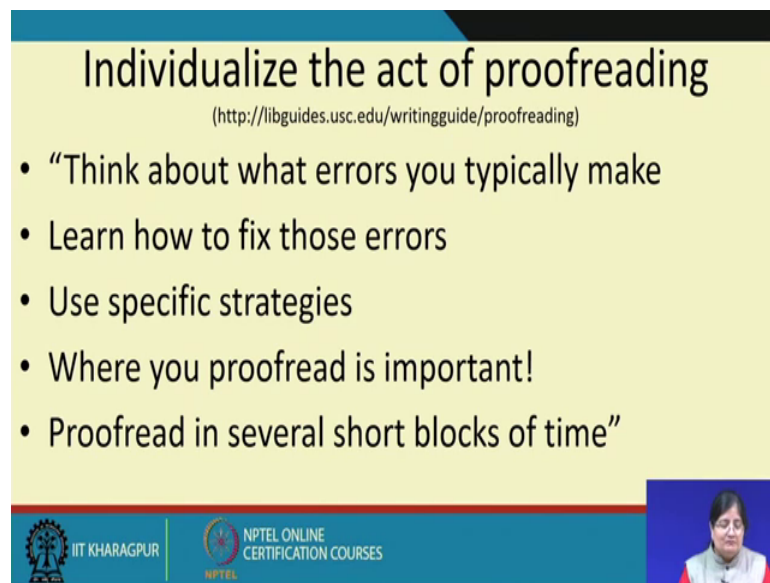ver the manuscript before your final submission, proofread and proofread again if you need to and sorry not as ask a friend to read your paper.

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Now, individual individualize the act of proofreading, this is from a hand out by given by the University of Southern California. Again the link is up there, you can go through it yourself also. Think about what errors you typically make, make a list of the errors I told you. The other error I tend to make is a leave occasionally; I will leave the words you know half. So, instead of writing ask, I just wrote as and moved on. So, many times, you make a list of the mistakes that you tend to make.

Then learn how to fix those errors ok, use specific strategy. So, I must, when I do it, I try these days to proofread my document before I come to the class. Sometimes I am not able to do it and these mistakes remain, where you proofread is important, you must proofread in a place, where you have very few distractions where you are able to focus on your document. Proofread and several short blocks of time suggestions for the use of tense.

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Now this is very very important um, different kinds of tense that you can use for different parts of your document. For your abstract, use past tense, a summary description of what you did. For your introduction, use present tense, I am describing the study to you now. So, this is what I did, this is what I am describing to you ok. Literature reviews, use past tense, this studies you are reviewing have already been written. Methodology, use past tense, this is the way that you gathered and synthesized data that has already happened; otherwise how could you write a paper.

So, methodology is a study of methods, it is technically part of the literature review, methods are what you have done ok. So, that is what you need to do here. So, write it in the past tense, results must be written in past tense, the findings have already been discovered. So, that must be indicated in the past tense, and the discussion must be presented in the present tense. I am talking to you know about how I interpreted the findings. So, the discussion analysis must be in the past tense, discussion is in the present tense, and the conclusion is in the present tense. I am summarizing the study for you now. So, various suggestions are there for, how you can use tense in your paper.

So, let us go through this once again, what we have talked about is proofreading, editing and proofreading. Just make sure that you go through each word and make the, remove the mistakes or take care of the mistakes that you have made and then you wind up your document. Now this is all we have time for this lecture, I know this is very short, but this

is a separate lecture by itself that will help you understand. Now you can develop your own strategies for proofreading, what I have really like to do in proofreading is, that when I am proofreading, I like to print my document on a page with at least, say one and half to two inch margins on either side, that helps me underline and make notes on either side when I am doing it by hand. If I do it on the computer, I like to proofread my document using the, the review function.

Let me show you how that works. I just pull it up for you and I am going to use this particular text to show you what, how we can do it on a word document. My students I have asked me, so I can, you know maybe I can take this opportunity to show it to you here, copy and I say paste ok.

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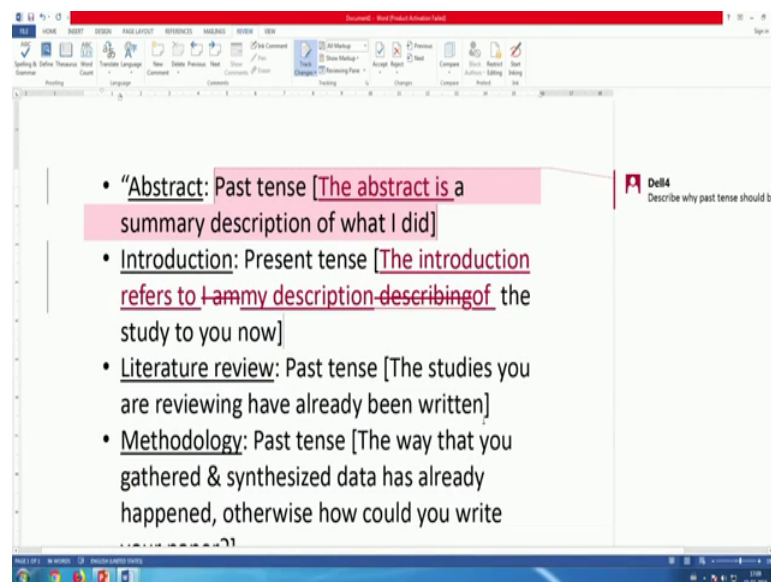


So, maybe I have pasted this. Now what I do is, I go to the review portion and I would like to track changes here and here ok so, not working, not, sorry for this. So, here it comes here, I want to show the markup. Now, in this particular format of word, I am not sure why it is not coming in a different colour, it typically comes up in a different colour. Now maybe I want to add comments here. So, I describe why past tense should be used.

Now this is the kind of comment I would give to my student all right. Here this is what I was looking for, so all markup ok. So, what I have done is, I do not want simple markup, I want to see every change that has been made. So, when I am revising proofreading, specially revising or proofreading, this is, this is something that I can use. So, past tense,

the abstract is what has been added. Now a comment must be made here or when you are doing this, I am describing the study to you know. So, I said that the introduction refers to my description of the study to you know and I say explain, and so as the editor ah. Of course, you know will come to that part a little later.

So, you might, you know these are the kinds of comments that you can make for yourself and you can address them, and then when you want to get rid of all this, the final paper, you do not want all these changes. So, what do you do, you say you already described, say let us assume the description as already happened. So, you deletes the comment after making the changes and then to remove all this in the final version you say no makeup ok. So, all that goes; however, it remains in the papers memory and you say show markups and you say all markup. And so the next time you want to revisit the paper the markup comes in a different manner.

Now, what happens is when you say file saves, you send the file to somebody, somebody makes or maybe your teacher makes some different comments. So, you say my documents, training ok. So, research writing, training I, I do this here, then I want to close this and I want to open another document here, somebody else opens the same document here. So, what do we do, we say open, research writing and I want to do something else here. So, I want to, I go to the review button, I say all markup and I say here.

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- "Abstract: Past tense [The abstract is a summary description of what I did]
- Introduction: Present tense [The introduction refers to I ammy description describingof the study to you now]
- Literature review: Past tense [LiteratThe studies you are reviewing have already been written]
- Methodology: Past tense [The way that you

Now, this is on the same computer on the same date, so probably the colour will remain the same. After it goes to a different computer, the colour of the text will automatically change the computer, changes the colour ok. So, that is what you do. So, you can see everybodys comments here and I say refer to comment so and so. I have deleted that comment. So, I can go back to it again, but. So, whenever somebody gives you comment, you just sort of aggressive there and that. So, this is how you use the review function in the in M S Word and you make your changes and then you accept those changes.

Now if you want to accept this, you do not want the red colour here, what you can. You will you do is that you accept, accept, accept, accept, accept that will get rid of the markup ok. So, if you are, if you feel that the markup can, you know the other person receiving a file will not know how to remove the markup or sometimes when you try to print even with no markup, the marked up copy gets printed, so what you do is, you just go and you accept the changes that have been made. So, the computer does not keep track of the changes that have been made. So, you go here and you say except or you say I do not want to use this. So, you reject these changes, you say no I will not use this . So, you reject these changes ok.

So, you either accept or reject the changes that you have made, depending on again by proofreading you will have to do this, you can do this during your revision. And then you accept the document and then you save it and then you get ah; of course, send it for publication ok. So, this is the way you edit and this is how you present your document; that is all we have time for in this lecture. We will continue with start rapping of the discussion on research writing in the upcoming classes.

Thank you very much for listening.