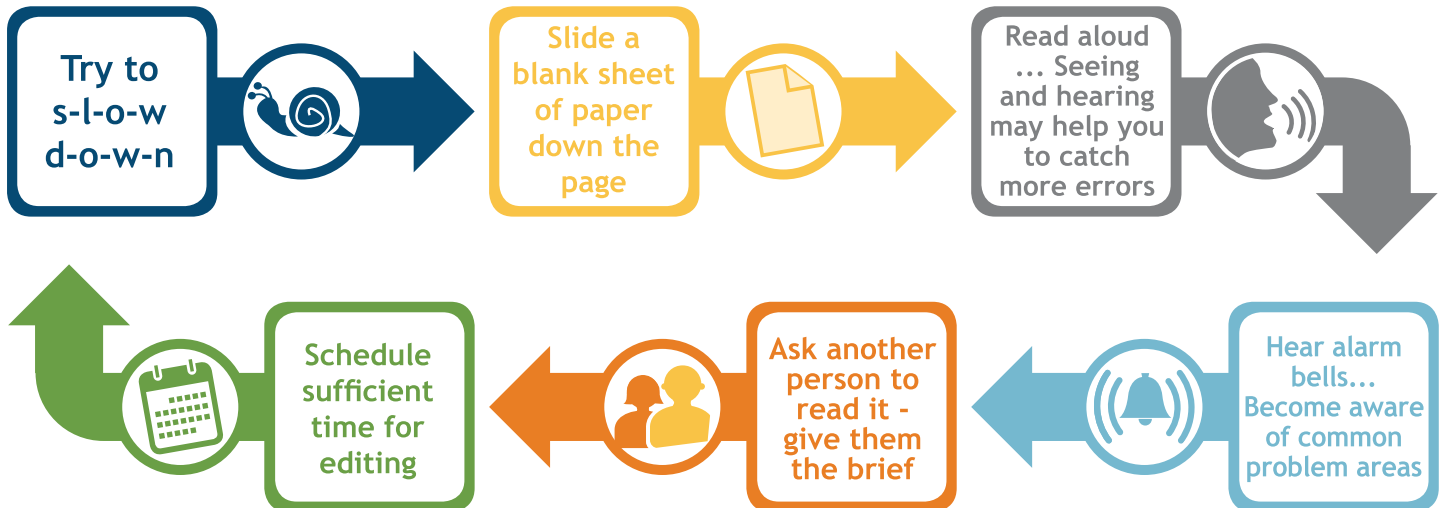


Strategies for Editing



Get up and **MOVE** or **TAKE A BREAK** if you are struggling.

Six steps to successful editing

- Step 1** Before starting, ensure you understand the aims, objectives and target readership.
- Step 2** Follow the Writing and Editing Checklist (for clarity, brevity and humanity) and make changes onscreen.
- Step 3** Print it out and repeat step 2 - using a red pen, mark all changes, corrections, deletions, queries & niggles.
- Step 4** Input your changes onscreen - ensuring all issues from steps 2 and 3 are dealt with.
- Step 5** Print it out and re-read to check you have entered everything correctly.
- Step 6** Spell check and send to the proofreader.



TOP TIP

CHECK COMMONLY CONFUSED WORDS

affect / effect
 continuously / continually
 dependent / dependant
 historic / historical
 imply / infer
 practice / practise
 principal / principle
 stationary / stationery