**FIVE REVIEWING /EDITING PRINCIPLES**

(HANDOUT #4)

If you are editing or reviewing someone else’s paper there are some simple principles to follow.

Principle One: Apply standard writing principles to your feedback and be specific:

1. Look closely at the author’s word choice.
2. Check grammar and punctuation.
3. Check for spelling.
4. Point out areas where the accepted Standard American English is not being used.

Principle Two: Do not rewrite the paper. Do give the author examples of how the argument/story should be made and the correct sentences and words that she or he could use.

Principle Three: Consider telling the author where he or she can find the justification for the editorial changes. For example: The style guide you use.

Principle Four: Be specific and, if possible, differentiate between the mandatory style and the editor’s personal preference.

Principle Five: DO NOT SAY, “This is not what I want. Do it over again. I will know it when I see it.”