Revising, editing and proofreading skills are essential to achieve a successful paper.

Revising
Revising requires the reader to consider the overall structure and content of the written document.

Revising tips
- Revise as you go
- In the first revision, identify overall weaknesses then, in subsequent revisions, narrow down to the more mechanical aspects such as style, structure and referencing
- Use revision as a learning experience to identify aspects of your writing that need to be improved
- Keep previous drafts as you may later want to retrieve what you changed.

Editing
Editing is the polishing and refining of words, sentences and paragraphs.

Editing tips
- Edit as you go
- Use editing as a learning experience to identify aspects of your writing that need to be improved
- When you’ve finished writing the draft, put it aside for a day before you revise it so you are better able to identify weaknesses.

Proofreading
Proofreading is the final check for errors that detract from the professionalism of your work, such as typographical errors, irregular spacing and omissions.

Proofreading tips
- Proofread one day after finishing the draft
- Proofread from a printed, double-spaced document, not from the screen
- Use a ruler to check line by line
- Read the document aloud
- Remember that spelling checkers don’t identify all mistakes
- Proof read as many times as possible.