

Editing the Journal Article

Reviewing & Revising your Journal Article

adapted from Szuchman (2008)

Outline the article by writing down the topic of each section and each paragraph; the flow of your argument is in the flow of the paragraphs

- Is this the best possible organization of your paper?
- Move sections and paragraphs where needed, or add sections where there are holes in the argument, or delete them

Opening

- Your opening succinctly states your topic area and the context in which it arises
- You may summarize the flow of ideas in your article in the opening section

Paragraphs

- Each paragraph starts with a topic sentence
- Each sentence in the paragraph elaborates on the topic sentence
- If a sentence does not elaborate on the topic sentence, move it to a new paragraph with its own topic sentence
- If a sentence repeats what has already been said, delete it
- Check to make sure you define a term the first time it is used, italicize it, and provide a reference for it

Sequencing of paragraphs and sections in the paper:

- Review the purpose of each paragraph: write down the purpose of each paragraph
- Review the order to see if it's correct in terms of the flow of your argument: this makes up the coherence of your paper
- Make changes to the order when needed: move, add, or delete paragraphs as needed
- Is this the best possible organization of your argument in this section of the paper?
- Move paragraphs where needed, or add paragraphs where there are holes in the argument, or delete them

Check for 1 (or 2) sentence paragraphs

- Elaborate on the 1 sentence paragraph with more details / more sentences
- If no elaboration is called for, consider deleting the 1 sentence paragraph: it may not be needed

Transitions: The Flow of Ideas

- Make transition sentences or paragraphs between sections of the paper, so that the ideas flow clearly
- Write a transition sentence or paragraph at the end of each section
- Write a transition sentence or paragraph at the beginning of each section

Headings

- Review your outline and insert headings where you start new topic areas (can't have only 1 heading)
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- Make sure your headings use simple declarative language that clearly state the topic of the section
- Headings are in bold; flush left heading has each main word capitalized
- Add subheadings as needed (can't have just 1 subheading); subheadings are indented

Sentences

- Review for no gender bias: no use of his/her; use "the," plural, "one" instead
- Use active voice ("securely attached children show...") instead of passive voice ("lack of confidence is the result of...")
- Look at the subject and object of each sentence and make sure they agree in number
- Look for run-on sentences (longer than 2 or 3 lines): break a long run-on sentence into 2 or 3 sentences
- Look for sentence fragments (no subject or no verb): Rewrite these with subject and verb
- Check for parallel construction: elements in a series and verbs that share a function must have the same form (see APA manual for parallel construction)

Closing

- Your closing integrates the areas covered in your article
- Identify any weaknesses within your study and discuss them
- Indicate future directions for work or research
- Restate your main points and include your particular point of view or orientation toward the topic

Citations

- Define your terms the first time you use them, with a citation/s for the source/s of your definition
- Make sure that whenever you state a fact about your topic you cite the source of your information
- If a paragraph includes information from one source, citing source at beginning of paragraph is enough
- Go through each citation in the text and make sure that the reference is in your References
- Translated sources show the original publication date and the translated version publication date in citation

References

- Go through each reference in References and make sure it is cited in the text; if not, delete it
- Each reference published originally in another language shows the translator and original publication date

Punctuation & Spelling

- Go through and examine your commas, semicolons and colons in each sentence: are they needed?
 - Use spellcheck
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