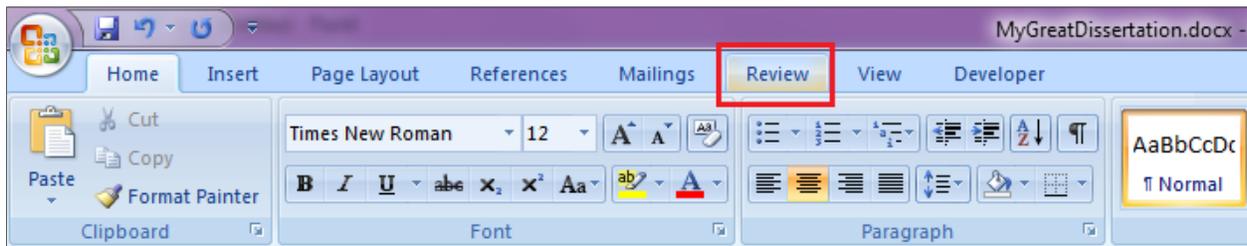


## Overview of the Editing Process

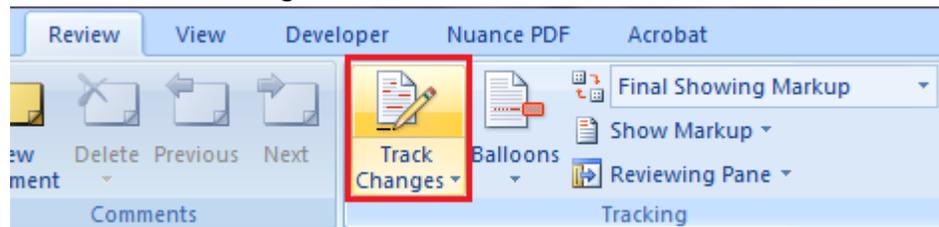
When editing for Edit911, I begin by saving the doc to a folder labeled with the date and name. For example, if I received a job from Judy today, I would create a folder with the name “092612-Judy.” Using this system helps me to identify previously edited documents quickly and easily.

### Preparing the File

1. Open the doc by double-clicking it, not by opening Word first and then navigating it to it. If you have an e-mail program to which you download your e-mail, NEVER open the document by double-clicking it in the e-mail program. Doing so can cause formatting problems.
2. Turn on “Track Changes”:
  - a. Select the Review tab in the ribbon:

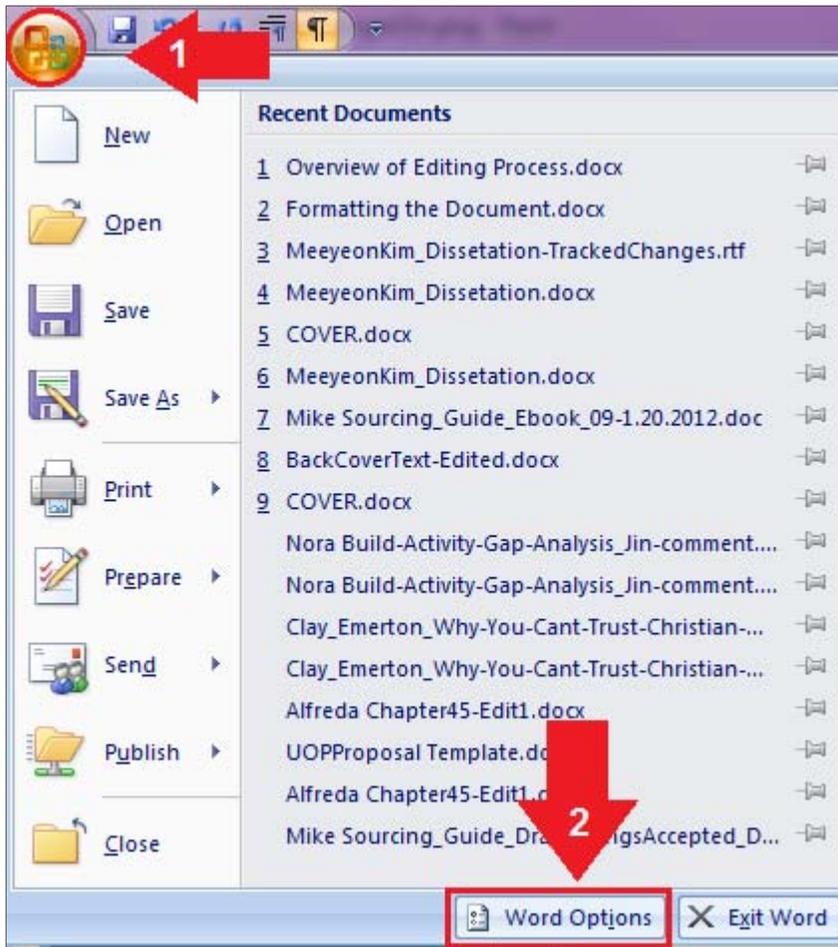


- b. Select “Track Changes.”

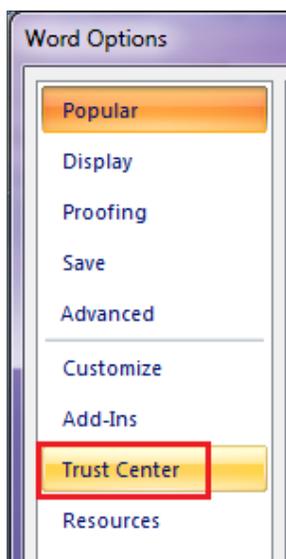


3. Check that your comments will be marked distinctively with your first name or initial.

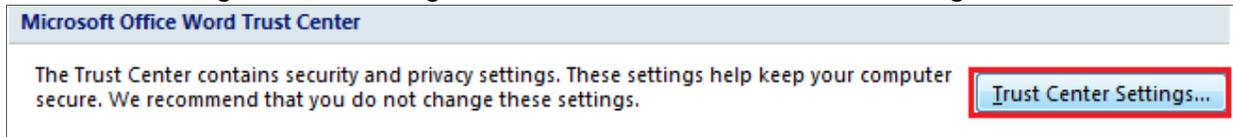
Go to Word Options,



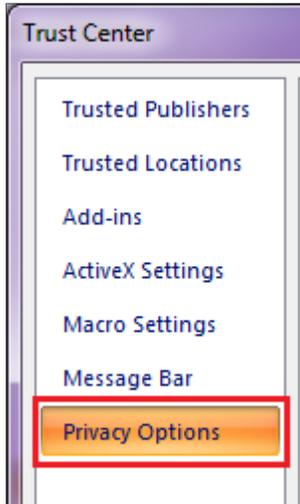
Select the Trust Center,



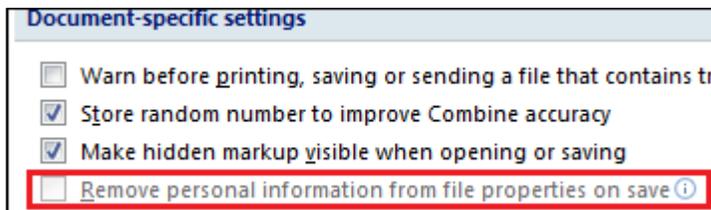
To the right of that navigation box, select Trust Center Settings:



In the Trust Center, select Privacy Options:



Under Document-specific settings, make sure that “Remove personal information from file properties” is NOT checked:



Select the “OK” button. Doing so will return you to the Word Options box.

Select Popular:



Under Personalize your copy, use your first name only in the Use name box and your initial in the Initials box:

Personalize your copy of Microsoft Office	
User name:	<input type="text" value="Dr. Cathy"/>
Initials:	<input type="text" value="C"/>

Select "OK" to save your changes and exit the Word Options area.

4. Use "Save As" and save the document to a new folder ("Edited") within the original folder. This step allows you to keep a copy of the original, which can come in handy for comparison if the formatting becomes terribly mangled as you work (which does happen on occasion) or you have a cat walk across the keys (which happens at my desk, just not as often).

## Formatting the Document

5. Scroll through the document and check for tables and figures that may extend into the margin. This step is important if you have to change the page size or the margins.  
If I know that changing the page size (or margins) will cause the columns in a table to crowd together and become unreadable, I usually reformat the table at this point to make sure it will fit after the page size or margins have been changed. I use the table properties box to set the width to 1/10 (.1) of an inch less than the width of the page within the margins (usually 5.9) and indent the table from the left 1/10 (.1) of an inch. This setting keeps the lines on the table from running into the margins on a page with a 1.5" left margin.
6. Check the page size. If you have the university or publisher guidelines, make sure the size conforms. Documents that are formatted for publishing will very often be in odd page sizes, and some theses for European universities will often require A4 size rather than the American letter size.
7. Set the margins according to the grad school or publisher guidelines.
8. Check the layout of the preliminary pages against the guidelines and the page and section breaks needed for correct pagination. At this point, skip formatting or editing the table of contents and lists of

tables and figures, even if the TOC is typed. It is easier to insert an autoTOC than it is to work with a typed table of contents.

9. Edit the preliminary pages (title page, signature page, dedication, etc.). Read the abstract to get an overview of the paper. You can edit the abstract at this point or wait until you are familiar with the content of the thesis or dissertation.

### Formatting the Text

10. Check the formatting throughout the rest of the text and the appendices.
11. Format the references list.

### Editing

12. Edit the references list.
13. Copy the references list and paste it into a separate document.
14. Refer to the separate references document as you edit the text. Whenever you come to a citation in the text, check the references list for the matching entry.
  - a. **Verify that the dates** in the citation and the refs list entry match.
  - b. **Make sure all authors' names are spelled the same as they are in the refs list.** If the spelling of an author's doesn't match, mark the name in the in-text citation with a comment: "Compare to refs list spelling. Which is correct?"
  - c. **If a source has more than two but not more than five authors**, it should have all authors' names listed in the first citation (for APA 6th). If the client has used *et al.* prematurely, either substitute the names from the list or make a comment so the client can correct it.
  - d. **Highlight the entry in the separate refs list document.**
  - e. **Especially if the source has more than two authors**, do a search for the first author's name through the rest of the document for other citations of the same source. Make sure that all subsequent citations use *et al.* and match in terms of the date and spelling of the author's name.  
**Time saver:** I usually do a search of the author's name for each new source cited in the text and **highlight each subsequent citation.** Doing so saves time when I come to those citations later in my editing because I

know they have already been checked and they match an entry in the refs list. All I have to do is remove the highlighting when I'm editing that part of the text.

15. **If an in-text citation does not have a matching entry in the refs list**, mark the citation with a comment: "No entry in refs list."
16. After the entire document has been edited, look at the separate refs list and look for entries that have not been highlighted. **Using the refs list in the regular document**, do a search for the first author's name in any such entry. If no in-text citation for an entry is found, mark the entry in the refs list (not your separate working refs list): "Not cited in the text." Be sure to search in appendices during this step.

### **Final Issues**

17. Reread the abstract and check to see that it reflects the final document contents. Edit the abstract if you have not already done so.
18. Insert or update the autoTOC.
19. Build or update the lists of tables and figures.