

## Digital Editing Marks

Below are some of the most common editing marks you will see me use on your returned essays:

|                |                                 |
|----------------|---------------------------------|
| <b>Vt</b>      | – wrong verb tense              |
| <b>Vf</b>      | – wrong verb form               |
| <b>Ww</b>      | – wrong word                    |
| <b>Sp</b>      | – incorrect spelling            |
| <b>Format</b>  | – text not formatted correctly  |
| <b>Ital</b>    | – use italics                   |
| <b>Quote</b>   | – use quotation marks           |
| <b>Awk</b>     | – awkward phrasing              |
| <b>Unclear</b> | – word/idea not clear           |
| <b>Vague</b>   | – word/idea not specific enough |

|                  |                          |
|------------------|--------------------------|
| <b>Punct</b>     | – incorrect punct        |
| <b>No punct</b>  | – eliminate punct        |
| <b>Cs</b>        | – comma splice run on    |
| <b>Frag</b>      | – sentence fragment      |
| <b>Slang</b>     | – do not use             |
| <b>Cap</b>       | – no cap                 |
| <b>Np agree</b>  | – noun pronoun agreement |
| <b>Pro agree</b> | – pronouns do not agree  |
| <b>Sv agree</b>  | – subject verb agreement |
| <b>Wo</b>        | – invert word order      |

Below are some of the most common editing explanations you will see me cut and paste into your returned essays:

Unless you have a parenthetical citation following the quoted material (which you don't here), periods (and commas) always go inside the quotation marks, not outside.

Eliminate all singular 2<sup>nd</sup> person speech (you, your) from your writing – replace with “the reader,” “readers,” “we,” “us,” “our,” etc.

**Np agree:** nouns must agree in number with all the pronouns that refer back to them. For example, “the reader” gets paired with “he or she,” not “their,” because “the reader” is singular, not plural. “Readers” would get a “their” pronoun, because both “readers” and “their” are plural words, which is what you want. The noun and the pronoun must always match in number – if one is singular, the other must also be singular; if one is plural, then the other must also plural. Try to break yourself of the habit of writing like we speak, which is a much more informal act filled with slang and verbal shortcuts that tend to confuse the readers.

**Sv agree:** subjects must agree with their present tense verbs. For example, in the sentence “Myths defines a culture” the verb *defines* does not “agree” with its subject because it's singular, yet the word *myths* is plural. Both words need to be either singular, or plural – this is called “agreement.” In this case, one or the other of those two words will have to drop its “s” in order to agree in number with the other word.

**Slang** – don't use. Try to say this another way that is more specific, clear, and descriptive instead.

This paragraph needs specific summarized examples from the text to anchor its assertions and conclusions – right now it is very vague and general, and tells your readers very little that is specific to the text itself.

Good use of the text for material support and illustration.