

REVISION and EDITING SYMBOLS

Notes on Editing and the Collins Writing Program

The Collins Writing Program has five types of writing, but in Types One and Two, teachers typically do not comment on problems of mechanics or conventions; therefore, editing symbols are not needed. In Types Three and Four, editing comments are usually limited to the areas covered by the focus correction areas (FCAs). In Type

Five, teachers act as true editors, helping students produce an error-free paper.

The symbols listed below are standard symbols used by editors with the exception of the * which indicates a positive comment. Don't forget the *. Everyone likes to know the positive!

^ Insert

frag. Sentence fragment

¶ Paragraph

? Hard to understand

↵ Delete

W.C. Incorrect word choice

≡ Capitalize

***voice** Strong voice

/ Lowercase,
not a capital

***lead** Good beginning

sp Spelling

***close** Strong conclusion

rs Run on or
fused sentence

***detail** Good detail