

EFFECTIVE EDITING

Australian
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Psychology

ACAP

WEBINAR GOALS

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During this webinar you will learn how to...

01 FEEDFORWARD

02 EDIT YOUR ASSESSMENT

03 PROOFREAD YOUR ASSESSMENT

MAKING USE OF FEEDBACK

WHY IS FEEDBACK SO IMPORTANT?

It helps you identify where you are going well

It helps you identify what you need to improve on

It can improve your next draft or assessment task

It can help you focus on issues beyond the mark you receive

It helps you to develop useful skills in both an academic context and beyond



TIPS FOR MAKING THE MOST OF FEEDBACK

1. Note what you have done well
2. Note the areas that need improvement
3. Stick to the formula when completing other assignments
4. Arrange an appointment with your teacher if you need more guidance
5. Contact a Student Learning Support Advisor
6. Seek feedback during the development of your work
7. Grammarly
8. Smarthinking

SMARTHINKING

Smarthinking is an online assignment feedback service that is available for some units.

If your unit has access to Smarthinking, you will see a link in your assessment space, or you can check here:
<https://sls.navitas-professional.edu.au/smarthinking>



GRAMMARLY

GRAMMARLY IS AN ONLINE SPELLING AND GRAMMAR CHECKER

Use a grammar checker to:

- check spelling and punctuation
- identify potential run-on sentences
- identify too-frequent use of the passive voice
- evaluate the suggestions it provides



[grammarly.com](https://www.grammarly.com)

FEEDBACK ACTION PLAN

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Unit/Module	
Assessment title	
Mark awarded	
What are the main points in this feedback?	
What things attracted positive feedback?	
What things attracted negative feedback?	
How can I use this feedback in a future assessment?	
What things do I need to do or follow up, and by when?	
Any other thoughts?	

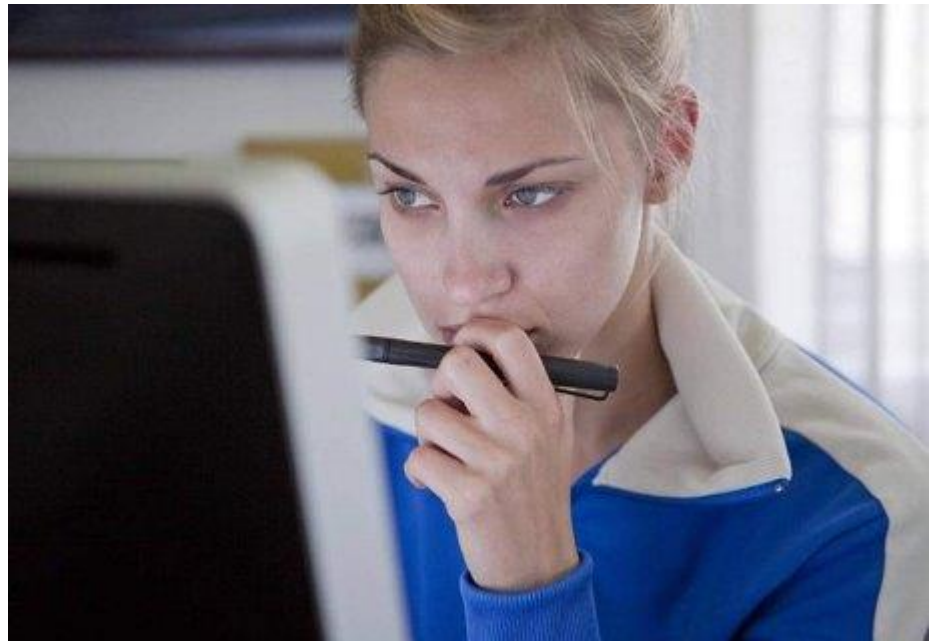
PROOFREADING STRATEGIES



Note. From Research Leap, 2020, (<https://researchleap.com/product/proofreading/>).CC BY 2.0

TIPS FOR PROOFREADING

Proofread for only one kind of error at a time.



TIPS FOR PROOFREADING

Read slowly, and read every word

- Try reading out loud, which forces you to say each word and also lets you hear how the words sound together.
- When you read silently or too quickly, you may skip over errors or make unconscious corrections.



TIPS FOR PROOFREADING

Circle every punctuation mark

This forces you to look at each one.

As you circle, ask yourself if the punctuation is correct.

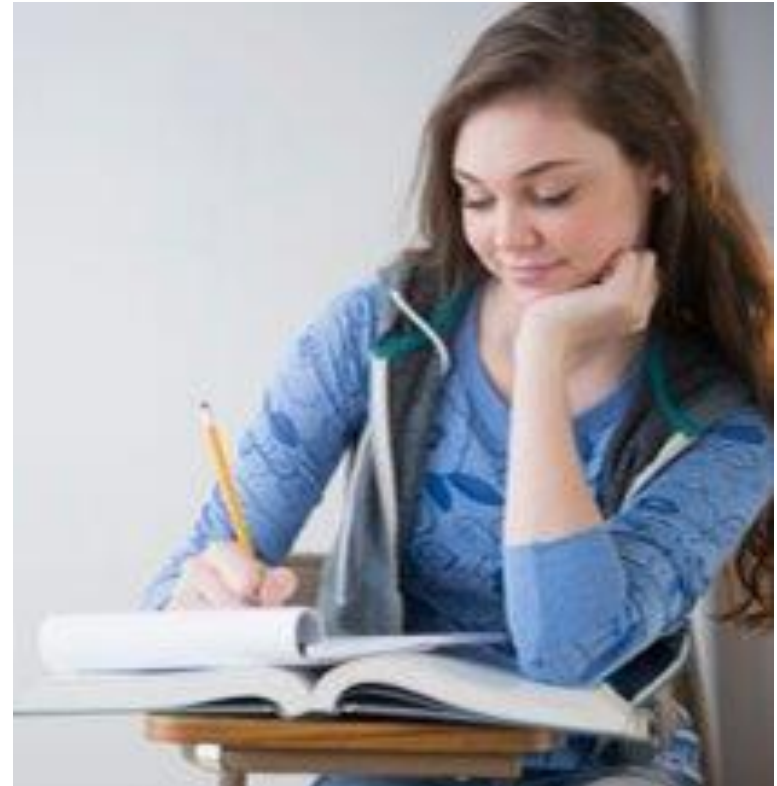


Note. From Research Leap, 2020, (<https://researchleap.com/product/proofreading/>).CC BY 2.0

TIPS FOR PROOFREADING

Read the paper backwards

1. start with the last word on the last page
2. work your way back to the beginning
3. read each word separately



FIRST PROOFREAD

Flow and cohesion

- Does each paragraph have one main idea?
- Does each paragraph have a clear topic sentence that relates to the structure?
- Are my topic sentences supported by evidence and examples?
- Have I summarized and referenced theory?
- Do my paragraphs link together? If I read just the introduction, the topic sentence and the conclusion do I get a clear picture of the 'answer to the question'?
- Am I using academic writing – does my writing have a formal tone?

PREFERRED BODY PARAGRAPH FORMULA

T

Topic Sentence – state main idea

E

Evidence 1 = Academic reference 1

E

Elaborate/Explain = your analysis of reference 1 with the main idea

E

Evidence 2 = Academic reference 2 = add more weight or contrast (Similarly, or However,...)

E

Analysis of reference 1 and 2 with the main idea

L

Concluding sentence / Link– conclude this idea and connect this paragraph to the next one

LINKING WORDS

**What point
are you
making?**

**To list ideas
in order:**

First/ly, Second/ly,
Further/more,
Moreover, Finally,
Eventually

**To make a
comparison:**

Similarly, Likewise,
Correspondingly,
Additionally,
Equally

**To make a
contrast:**

In contrast,
However, Instead,
Rather, Whereas,
Conversely, But

**To provide a
result:**

Therefore, As a result,
Consequently, Hence,
For this reason,
Thus, In this case

**To give an
example:**

For example, Such
as, In particular,
To illustrate,
Notably

**To highlight
a point:**

In particular, Mainly,
Specifically, Notably
For this reason,
In this case

**To concede
a point:**

Nevertheless, Despite,
Although, However,
Rather, Instead,
Regardless

Deconstruct this paragraph

One explanation for rising divorce is changes in laws relating to marriage.

Bilton, et al. (2007) argue that increased rates of divorce do not necessarily indicate that families are now more unstable. It is possible, they claim, that there has always been a degree of marital instability. They suggest that changes in the law have made a significant impact, because they have provided unhappily married couples with “access to a legal solution to pre-existent marital problems” (p. 301). Similarly, Madden (2013) also believes that changes in divorce rates can be best explained in terms of changes in the legal system. Whilst these studies indicate that changes in the law have increased divorce rates in that divorce has become more accessible, these explanations do not address the reasons for couples seeking divorce. Thus, the problem with these explanations is that they do not consider why these laws have changed in the first place. It could be argued that reforms to family law, as well as the increased rate of divorce that has accompanied them, are the product of more fundamental changes in society.

Deconstruct this paragraph

One explanation for rising divorce is changes in laws relating to marriage.

Bilton, et al. (2007) argue that increased rates of divorce do not necessarily indicate that families are now more unstable. It is possible, they claim, that there has always been a degree of marital instability. They suggest that changes in the law have made a significant impact, because they have provided unhappily married couples with “access to a legal solution to pre-existent marital problems” (p. 301). Similarly, Madden (2013) also believes that changes in divorce rates can be best explained in terms of changes in the legal system. Whilst these studies indicate that changes in the law have increased divorce rates because divorce has become more accessible, these explanations do not address the reasons for couples seeking divorce. Thus, the problem with these explanations is that they do not consider why these laws have changed in the first place. It could be argued that reforms to family law, as well as the increased rate of divorce that has accompanied them, are the product of more fundamental changes in society.

Deconstruct this paragraph

One explanation for rising divorce is changes in laws relating to marriage.

Bilton, et al. (2007) argue that increased rates of divorce do not necessarily indicate that families are now more unstable. It is possible, they claim, that there has always been a degree of marital instability. They suggest that changes in the law have made a significant impact, because they have provided unhappily married couples with “access to a legal solution to pre-existent marital problems” (p. 301).

INSERT Analysis of this point – what does access to a legal solution imply? Elaborate on this idea.

Similarly, Madden (2013) also believes that changes in divorce rates can be best explained in terms of changes in the legal system. How does Madden explain the rise of divorce in terms of changes in the legal system? Extend this further.

Whilst these studies indicate that changes in the law have increased divorce rates because divorce has become more accessible, these explanations do not address the reasons for couples seeking divorce. Thus, the problem with these explanations is that they do not consider why these laws have changed in the first place....

PARAGRAPH STRUCTURE

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For more information on how to write a well-structured paragraph please watch:

Paragraphs that Pop

<https://vimeo.com/203379906>

SECOND PROOFREAD

Grammar, spelling, sentence structure, punctuation

- Run paper through Grammarly
- Print it out and read it aloud, pause at commas, stop at full stops
- Have a friend or family member read it if you can't access a feedback service
- Check your [transitions](#) – are you missing or using the correct term? (because, and, which)
- Look at sentence length, would some sentences be clearer if they were broken into two? Could some sentences be combined to be more direct?
- Are any of your sentences missing information? They should be able to stand alone and make sense.
- Upload to Turnitin**

TURNITIN

If you are unsure about how to use Turnitin please watch this video:

Writing for Success... What's Turnitin got to do with it?

<https://vimeo.com/203391109>

THIRD PROOFREAD

Similarity - using Turnitin report to check

Referencing

- Are all my in-text references in the reference list? **(use Ctrl+F)**
- Are all my reference list entries in-text?
- Have I formatted my reference list in APA 7th style?
- Have I included the live links where needed?
- Have I used italics correctly?

Check your in-text citations and reference list formatting using the APA website: <https://apastyle.apa.org/>

Formatting

- Have I followed the ACAP presentation requirements checklist?

GENERAL TIPS

- Allow a full day for proofreading
- Try to do it when your mind is fresh
- Take off your content hat and put on your attention to detail hat
- In your final check tick off each section of the marking criteria to make sure you have covered all the content areas
- Break the task up into chunks
- Reward yourself with a walk, coffee, hot chocolate and pastries!
- Remember editing and proofreading is time-consuming and harder to do when we are tired and stressed so plan time for it and be kind to yourself 😊

APA 7 PRESENTATION REQUIREMENTS

All written assignments must be submitted in **Microsoft Word format**.

The key presentation requirements are as follows:

- Size A4 paper
- Include an ACAP cover sheet as the first page. Save this to your desktop
- Word count (actual) provided on assignment cover sheet
- Times New Roman font in size 12 point throughout
- Margins of 2.54 cm on all sides ('Normal')
- Insert page numbers in the top, right-hand corner of the header
- Double spacing used throughout with no extra spacing between paragraphs
- Text is left aligned and not justified
- Indentation for first line of every paragraph at 1.27cm
- Hanging indent of 1.27cm required for reference list entries

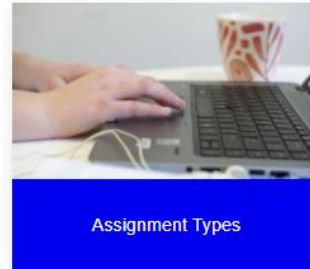
<https://sls.navitas-professional.edu.au/apa-7-presentation-requirements>

QUESTIONS



STUDENT LEARNING SUPPORT WEBSITE

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<http://sls.navitas-professional.edu.au/>

WHO CAN HELP ME?

Questions about my assignment and class content	Questions and advice about how to develop study skills and improve my academic writing	Timetable, Enrolment, Attendance, Course planning, Extensions, Special Consideration, Accessibility, Counsellor	Class Space, login, email, Office 365	Fees
Your Educator	Your local SLS Advisor	Student Experience team	IT support	Fees and Loans
<ul style="list-style-type: none"> •Q/A discussion forum •Direct message in the class space •Email Educator 	Click here to find your local contact details	<p>Email: StudentCentral@acap.edu.au</p> <p>Virtual Reception Desk: https://acap.zoom.us/j/660235497</p> <p>Phone: 1800 061 199</p>	<p>Email: helpdesk@my.navitas-professional.edu.au</p> <p>Phone: (02) 9964 6322.</p>	feesandloans@acap.edu.au

CONTACT

YOUR FRIENDLY STUDENT LEARNING SUPPORT (SLS) TEAM

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Melbourne and Adelaide students

SLSMelbourne@acap.edu.au

Perth students

SLSPerth@acap.edu.au

HOW DID WE DO?

PRESENTATION AND EVALUATION

We hope that you gained some useful knowledge from this webinar today that you can apply effectively in your future academic studies. Tomorrow you will be sent an email with the survey link, and links to these slides and other relevant materials.

We would love to get your feedback on this webinar to help us improve.

Please click on the link below to do our quick survey now (or do it tomorrow)



<https://www.surveymonkey.com/r/T221WebinarSurvey>



Thank You!

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