Air Quality Article Editing and Revising Tips

Tips for Editing and Revising

- Make your sentences more complex so you sound more authoritative.
- Use text features purposefully, to teach information in new and special ways.
- Craft introductions that frame each chapter and the whole book
- Incorporate quotations to:
  - Bring a person to life
  - Build an idea
  - Highlight information
  - Give authority to your writing
- Lead into and out of your quotations and introduce the source.

Example of Citing Sources Correctly:

Another organization, Bridge to Asia, makes a big difference in helping students get medical books in China. “In China, the price of one medical textbook can equal the monthly salary of a doctor. To make books more available to students, Bridge to Asia collects books and donates them to over 1,000 Asian universities.” (Lewis, 2008)

Ways to Explain Vocabulary Words Within Your Article:

- Side bars or text boxes
- Parenthetical
  - Particulate matter (small pieces of dust, ash and soot) can be very dangerous.
- In between commas
  - Particulate matter, which are small pieces of dust, ash and soot, can be very dangerous.
- Provide an example
- Glossary*
Some Recommended Transition Words

<table>
<thead>
<tr>
<th>Transitions that elaborate on information</th>
<th>also</th>
<th>furthermore</th>
<th>in addition</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Transitions that draw a conclusion or an idea</th>
<th>finally</th>
<th>in conclusion</th>
<th>in the end</th>
<th>thus</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Transitions that compare and contrast ideas or events</th>
<th>although</th>
<th>but</th>
<th>however</th>
<th>on the other hand</th>
<th>by comparison</th>
<th>in contrast</th>
<th>yet</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Transitions that show cause and effect</th>
<th>as a result</th>
<th>consequently</th>
<th>so</th>
<th>therefore</th>
</tr>
</thead>
</table>