



Cristin's Editing Guide 3rd Ed.

Errors at the beginning of the list are more serious than those later in list.

| Editing Code | Explanation of error | Example | Correction |
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| VT | There is a verb tense (VT) error. Often, an incorrect VT is used. <i>This is a very general edit. You must figure out which VT should be used.</i> | <p>Yesterday, I go to the store and bought eggs. VT</p> <p>Cristin taught ESL since 1999. VT</p> <p>In 2024, Cristin's son be 16 years old. VT/VF</p> | <p>Yesterday, I went to the store and bought eggs.</p> <p>Cristin has taught ESL since 1999.</p> <p>In 2020, Cristin's son will be 20 years old.</p> |
| VF | The verb form is incorrect. Often, a helper verb, "be" or "have," is missing. <i>This is a very general edit. You must figure out which VF should be used.</i> | <p>Eric going to class. VF</p> <p>During holidays, many students taked vacations. VF</p> | <p>Eric is going to class.</p> <p>During holidays, many students took vacations.</p> |
| SS | The overall structure of the sentence is incorrect; often, there are multiple errors. The idea of the sentence is not clear. | <p>SS When I go school after I not knowing when to go.</p> | <p>After I go to school, I often don't know what to do.</p> |
| RO | The sentence is a run on. It keeps going without punctuation. | <p>Alice is a teacher she likes to read RO</p> | <p>Alice is a teacher, and she likes to read.</p> |
| CS | This means comma splice. A comma is splicing (separating two sentences or clauses). The clauses/sentences need to be joined together or split apart. | <p>The students are studying, they are listening to music CS</p> | <p>The students are studying while they are listening to music.</p> |
| frag | The sentence is a fragment of a sentence, only a part of a complete sentence. Some important part of the sentence. For example, a clause (S+V) is not connected. | <p>Because Mark watches videos frag</p> | <p>Mark learns a lot of vocabulary because he watches videos.</p> |
| ? | Your idea is difficult or impossible to understand. Often, there are several grammar errors. | <p>? When I go school after I not knowing when to go.</p> | <p>After I go to school, I often don't know what to do.</p> |
| awk | The phrasing is awkward. Often this means that you are translating. | <p>awk We can see many errors in his essay.</p> | <p>There are many errors in his essay.</p> |
| PI | There is a problem with plural or singular agreement. | <p>Many students take several class each quarter. PI</p> | <p>Many students take several classes each quarter.</p> |
| // | The structure of joined items is not parallel. You have connected two or more items that are not the same grammar function. | <p>Ben is a nice and worker //</p> | <p>Ben is nice and works hard.</p> |

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| PD | PD= Prior Draft. This error was pointed out in a prior draft of the assignment. The error was not corrected. ☹ | Students need to revise (PD) carefully, or they make the same errors. | Students need to revise carefully, or they make the same errors. |
| T or Trans | A transition is needed. | The students completed homework. They went swimming. | After the students completed homework, they went swimming. |
| Art | There is a problem with an article: a, an, the, or Ø (no article). | Statue of Liberty is a worldwide symbol for freedom. | The Statue of Liberty is a worldwide symbol for freedom. |
| SV or SV agr | There is an agreement problem, such as the S and V don't agree. | My teacher speak English fluently. | My teacher speaks English fluently. |
| PN | There is a pronoun problem; usually it is an agreement problem. | When students don't do their HW, he get a low grade. | When students don't do their HW, they get a low grade. |
| , or P | Comma placement is incorrect, or there is a missing comma. | Yesterday my students had an exam. | Yesterday, my students had an exam. |
| WF | The word form (the grammar form) used is incorrect. | They are working hard staff. | The staff works hard. |
| WW | Wrong Word. Your choice of word is incorrect or awkward for this sentence. | Students are really stupendous when they do their HW. | Students are really smart when they do their HW. |
| WC | Word Choice. Your choice of word is incorrect or awkward for this sentence. Sometimes you are using a word that is similar but has a different meaning. | He is a synthetic person. | He is a sympathetic person. |
| Sp | The spelling of the word is incorrect. | Good spilling is important. | Good spelling is important. |
|  | Wavy underline means the part of the sentence is awkward, does not flow well, or is boring. Revise it. | Once upon a time, some students ... | Students often |
|  | A flat underline means this is good. I like it. Keep it. | Original ideas are often best. | Original ideas are often best. |
| P | There is a punctuation problem. | Learning English grammar can be challenging. | Learning English grammar can be challenging. |
| ^ v | This is an arrow pointing to a place in a sentence where something, such as a word is missing. | When rings, people are often distracted by the noise. | When a cell phone rings, people are often distracted by the noise. |

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| Modal VT | The modal used is incorrect for the meaning of the sentence. | Students, who want to pass class, <i>modal</i> could do their homework. | Students, who want to pass class, should do their homework. (meaning = advice). |
| [], rel? Nec? | The info in the [] is unnecessary. Sometimes the info is repeated Any one of these three different marks mean the same thing. | <i>He is smart.</i> <i>He is intelligent.</i> <i>nec?</i> | <i>He is intelligent.</i> |
| Dang mod | You have a dangling modifier. What the phrase is modifying is not clear. | <i>dang mod</i> Having finished eating, the game began. (-ing phrase incorrectly modifies game) | Having finished eating, the team began the game. |
| Evid or FRIEDs <i>such as?</i> | You can add some more evidence or FRIEDs (fact, reason, etc.) | George enjoys eating Italian food. <i>such as?</i> | George enjoys eating Italian food, such as pizza and antipasto salad. |
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