**Editing cheat sheet**

Use this check-list to guide your editing process

1. Concise and precise
   * Removed phrases that add no meaning
   * Replaced wordy phrases
   * Used simple words for everyday actions or objects
   * Used precise words for scientific concepts
2. Clear and straightforward
   * Action is in the verbs (avoid passive voice)
   * Main character is the subject
   * Subjects are near verbs
   * Use simple subjects
   * Use adjectives/adverbs frugally
3. Cohesion, coherence and emphasis
   * Logical flow of content
   * New information last
   * Paragraph addresses a single topic
4. Scientific writing musts
   * Cite the ideas of others
   * Rephrase things in your own words – no quoting