



Writing Centre

Peer Editing Guidelines

Peer editing is a teaching/learning technique in which students read and comment on each other's academic work. This practice ensures that all criteria have been met, and the writing is of high quality. Peer editing is beneficial for the reviewer as it provides opportunities for critical thinking, new insights on a variety of topics, and improves one's editing skills.

A good peer reviewer has the following traits. Try your best to practice these values:



[five-virtues-of-peer-reviewers/](https://savigeminds.org/2012/08/11/the-five-virtues-of-peer-reviewers/)

<https://savigeminds.org/2012/08/11/the->

Steps to peer editing include:

1. Skim through the paper to acquaint yourself with the work, and highlight key words and arguments to develop an understanding.



Tip! *Print a hard copy of the work and keep a highlighter and pen handy to make notes.*

2. Pay attention to higher order before lower order concerns.
 - Read the manuscript critically. Is this a relevant title? Is it a valuable question? Why does it matter? Is there enough data to support the claims made? Are reliable tools and methods used? Does it reference key papers?
 - Check formatting and citations.
 - Check for coherence in language.
 - Check for grammar and other lower order concerns.



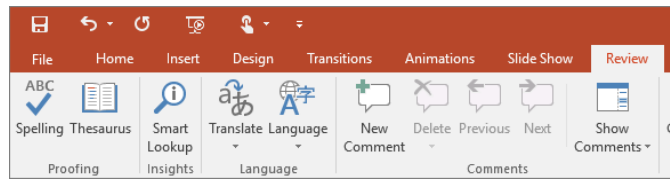
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3. Focus on one concern at a time.



Use the instructor’s guidelines and rubric as a proofreading checklist.

4. Add notes about major, moderate and minor revisions. When working on a Word document, comments can be made under the review tab.



5. Go over your notes, summarize them, and add recommendations.

6. Provide helpful, practical and relevant feedback.



Number your remarks so that it is easier for the author to respond to them. You can set your Word document to have comments numbered by default.

Things to be mindful of when peer editing:

Tone	Specificity
<ul style="list-style-type: none"> • Maintain a formal and professional tone. • When critiquing, don’t be harsh or blunt. • Use the words: “As a reader...” • Give suggestions; don’t impose them. The student decides if he or she wishes to make the changes. • Positive feedback goes a long way! Provide relevant feedback in a constructive manner. • Avoid sarcasm or jokes. 	<ul style="list-style-type: none"> • Identify strengths and weaknesses. • Be clear in your suggestions; this helps the student understand what they need to work on without getting confused or overwhelmed. • Focus on objective points rather than subjective opinions. • Give examples so the student can compare it with their work.

Online resource:

www.unbc.ca - Revision Editing Checklist (PDF file)