

## This Week's Focus: Editing

When students think of editing, they often only mean proofreading. But while proofreading is a part of the editing process, it's not the only one. True editing involves far more steps.

Over the years, I developed a sort of hierarchy of editing to provide a more methodical way to help my students first look at items like content and organization before working their way down to fixing style errors. [Here's a link to a Google Doc](#) I created that outlines the steps along with some brief descriptions of each. The goal of the list is to help break the editing process into more manageable chunks. It's also a good way to provide feedback without actually altering the original text. The idea of the list is to pinpoint specific areas of concern that a writer can choose to address later.

### THE LESSON: USING THE HEMINGWAY APP

One cool (and free) online tool I've found to help with the editing process is the [Hemingway App](#). Students can copy and paste their writing right into the app, and it spits out all kinds of valuable information, from the story's readability level to how many adverbs it contains to whether certain sentences are either hard or very hard to read. Writers can make corrections directly on the app to see if they can fix those problems. When they're done, they can simply copy the updated document and place it back where they need it.

**JEA members, I want YOU to share your awesome ideas with journalism teachers around the country. Fill out this [GOOGLE FORM](#) to be a part of this newsletter.**

## FIND IT AT JEA.ORG: Deep Revision

### Description

In this lesson on revising beyond copy editing, students will bring first drafts to class for feedback. The teacher or student leader uses "compliments, questions and suggestions" to control the amount and quality of feedback student reporters give other student reporters. "Deep revision" is when authors expand or collapse paragraphs; narrow or change the focus, angle or approach to a piece; cut, move or add paragraphs; or systematically revise one aspect throughout a piece of writing.

### Objectives

- In an attempt to offer visionary feedback that fosters deep-level revision, students will offer at least three high-quality compliments, three high-quality questions and three high-quality suggestions to each piece of writing he or she is given.

### The link

The link to the full lesson is [HERE](#). NOTE: This lesson is available free to **everyone** during the dates listed at the top of this page. Want to have access all the time? If you're not a member yet, consider joining JEA today for access to all of the resources.



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## Team-Builder

Callie Williams, CJE,  
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### BLIND PUZZLES

Teams try to put together a 24-piece puzzle (Dollar Tree has tons). Only team captains can touch the puzzle pieces, though, and they are blindfolded. Teammates have to communicate with their captains to put their puzzle together.

**"Start small. Choose one to three goals per year and master those. If you take on too much or try to change everything at once, it won't happen. Remember, what works one year for one staff might not work in the future with another staff, so be flexible. Set those goals and take baby steps, but always be willing to adjust or make a change when needed. This job is the most rewarding and stressful one you might ever have, but in the end it will be worth it. Find your network and rely on them. Ask questions, find out what others do and make the things you want to try your own. Building a successful program takes time, but all those small goals and learning from others in our community will make you a successful adviser and, therefore, improve your program."**



## You've Got Style

Suggestions from Cindy\*

### ADDRESS ABBREVIATIONS

In journalistic writing, use the abbreviations St., Ave. and Blvd. with a numbered address:  
*10 Downing St.*

Without a number, spell them out. All other street types are always spelled out:  
*Drive, Road, Terrace, etc.*

Capitalize addresses when part of a formal name with or without a number. Lowercase when used alone: *The street was closed.* Lowercase when used with two or more names: *Pennsylvania and Constitution avenues.*

\* Style pro Cindy Horchem, CJE, is a retired adviser and the current JEA business and projects coordinator