



### Instructor-led workshops

### Web-based courses

### ClearEdits software

ClearWriter  
1808 Eye Street, NW  
Suite 700  
Washington, DC 20006  
202.721.0354 or 800.230.4204  
[www.clearwriter.com](http://www.clearwriter.com) and  
[www.clearedits.com](http://www.clearedits.com)

Vector edits direct you to “and,” “-ed,” “of,” “which,” and “-ion” to signal some common changes to consider in your writing. When combined with the standard edits, they suggest nearly 90% of the changes that experienced editors make on a first pass through a document.



We suggest activating only one Vector Edits editing category at a time.

## SEARCH FOR “AND”

### Leave as is or consider one of the following

#### Trim a word or phrase

*From:* inherent **and** inalienable rights

*To:* inalienable rights

#### Break a long sentence in two

*From:* The speaker, though paid \$15,000 to attend the conference, probably felt that the egg on his face was not worth it, **and he** must still be wondering how a person once all-powerful could have been subjected to such ignominy.

*To:* The speaker, though paid \$15,000 to attend the conference, probably felt that the egg on his face was not worth it. **He** must still be wondering how a person once all-powerful could have been subjected to such ignominy.

#### Make phrases parallel

*From:* Aides on Capitol Hill talk about *running the country* **and** *the manipulation of constituents*.

*To:* Aides on Capitol Hill talk about **running the country** and **manipulating constituents**.

### Arrange series from short to long

*From:* Pieces of eight, Venetian ducats, **and** doubloons poured onto the floor.

*To:* **Doubloons, Venetian ducats, and pieces of eight** poured onto the floor.

### Convert what follows one verb to a leading part

*From:* She **is** pragmatic and determined **and has** plenty of experience helping run opera houses in Britain and France.

*To:* **Pragmatic and determined, she has** plenty of experience helping run opera houses in Britain and France.

### Convert one clause to a leading part

*From:* **Americans are struck by** an annual outbreak of filial sentiment on Mother's Day, **and they make** more long-distance calls on Mother's Day than on any other day of the year.

*To:* **Struck by an annual outbreak of filial sentiment, Americans make** more long-distance calls on Mother's Day than on any other day of the year.

## SEARCH FOR "-ED"

Leave as is or consider one of the following

### Trim fat

*From:* People **who are located** in towns Or: people **located** in towns

*To:* People in towns

### Simplify an adjective

*From:* centralized control

*To:* central control

### Switch to a comparative adjective

*From:* increased effort

*To:* **more** effort

### Switch from participle to verb

*From:* is engaged in

*To:* **engages** in

### Switch from passive voice to active

*From:* That book was published **by** Knopf.

*To:* **Knopf published** that book.

### Switch from passive voice to leading (-ing) form

*From:* The election of new civilian governments at municipal, state, and national levels was capped by the election of Olusegun Obasanjo as president.

*To:* **Capping** the election of new civilian governments at municipal, state, and national levels was that of Olusegun Obasanjo as president.

## SEARCH FOR “OF”

Leave as is or consider one of the following

### Switch to a possessive

*From:* the contents **of the book**

*To:* **the book's** contents

### Delete it, possibly THE as well

*From:* some **of the** countries

*To:* some countries

### Switch abstract noun to verb form

*From:* **the production of** steel

*To:* producing steel

### Superfluous nouns

*From:* **The purpose of** this report is to review

*To:* This report reviews

## SEARCH FOR “WHICH”

Leave as is or consider one of the following

### Switch to THAT for a defining clause

*From:* The software **which** the company just released is likely to be a big improvement.

*To:* The software **that** the company just released is likely to be a big improvement.

### Punctuate the WHICH clause (if it's adding information about the noun but not defining it)

*From:* The new software **which** the company has been developing since 1999 is now available.

*To:* The new software, **which** the company has been developing since 1999, is now available.

### Delete WHICH and the verb

*From:* A good solution, **which is** known as ellipsis, is to delete the *which* and the auxiliary verb—**which is** a solution that works best with *is* and *are*.

*To:* A good solution, **known as ellipsis**, is to delete the *which* and the auxiliary verb—a solution that works best with *is* and *are*.

**Pull the WHICH clause to the front of the sentence (without WHICH and its verb)**

*From:* The software, **which was just released**, is likely to be a big improvement.

*To:* **Just released**, the software is likely to be a big improvement.

**Delete the WHICH clause (if it adds little)**

*From:* The main problem, **which** remarkably few writers are aware of, is failing to set off a dispensable clause by punctuation.

*To:* The main problem is failing to set off a dispensable clause by punctuation.

**Simplify a heavy construction**

*From:* the manner **in which**

*To:* the way that

**Switch a sentence-opening WHICH to THAT**

*From:* **Which** is why some commentators have come down hard on lax corporate governments.

*To:* **That** is why some commentators have come down hard on lax corporate governments.

## SEARCH FOR “-ION”

**Leave as is or consider one of the following**

**Switch from Latinate abstraction to Anglo-Saxon equivalent**

*From:* nictitation

*To:* wink

**Switch to an -ING word, dropping THE and OF**

*From:* The collection of

*To:* collecting

**Switch from a weak verb and abstract noun to a stronger verb**

*From:* serves to make reductions

*To:* reduces