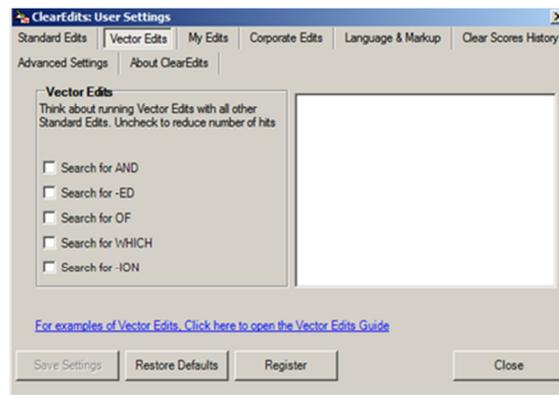




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Vector edits direct you to “and,” “-ed,” “of,” “which,” and “-ion” to signal some common changes to consider in your writing. When combined with the standard edits, they suggest nearly 90% of the changes that experienced editors make on a first pass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