

## Revising Checklist

### Have I answered the question or task as fully as possible?

- What is my thesis/main point/central position?
- Have I given background information or provided the context for my topic?
- Have I explained important terms/concepts that I will discuss?
- Is the focus/purpose of my paper clear?
- Does my introduction prepare the reader for what follows?

### Is my paper clearly structured?

- Does my paper have a clear introduction, body, and conclusion?
- Does my paper advance in logical stages?
- Are the major points connected and relationships between them explained clearly?
- Do all major points relate to the topic and contribute to answering the question or assignments?

### Are my paragraphs clearly connected/coherent?

- Does each paragraph begin with a topic sentence? Do sentences flow smoothly and logically from one to the other? Does each sentence clearly follow from the one before?
- Is each paragraph clear and complete; do they need more evidence and detail?
- Are there adequate transitions between paragraphs? Are they varied?

### Have I fully referenced my sources of information?

- Have I cited all ideas, quotes, and sources of information in my paper?
- Have I used a consistent referencing style?
- Are quotations properly introduced? Are they accurate and formatted correctly?
- Is there a clear distinction between my thoughts/words and those of the author(s) whom I've cited?
- Do quotations add evidence or provide an authoritative voice, or am I letting the author(s) speak for me? Would writing the ideas on my own words be more effective?

## Editing Checklist

### Grammar

- Have I written complete sentences throughout the essay?
- Do I avoid run-on sentences?
- Do all my subjects and verbs agree?
- Are my pronouns and their antecedents agree?
- Do I have a shifting voice?
- Do I avoid sexist language and use gender-neutral language?
- Do I keep consistent verb tense throughout the essay?
- Are my modifiers as close as possible to the words they modify?

### Punctuation

- Does each sentence contain appropriate end punctuation?
- Have I used commas correctly?
- Have I used semicolons, colons, and dashes effectively and correctly?
- Have I used quotations marks correctly?

### Mechanics

- Is the first word of each sentence capitalized?
- Are all proper nouns capitalized?
- Have I followed conventional rules for underlining, abbreviating, and using numbers?
- Have I used italics and boldface type correctly?

### Words

- Are all of my words spelled correctly?
- Do I avoid unnecessary or "dead" words?
- Is my word choice correct?

### Is my paper well presented?

- Does my paper follow guidelines set by my teacher or department (font, margins, line spacing, and cover page)?