

Editing & Revision Checklist

Place a check mark beside each numbered section. Remember to also follow the directions within each numbered revision request. Use different coloured highlighters while doing the revisions and edits. Put your name at the top left hand corner of the sheet and hand in the checklist with the rough drafts and final copy.

1. ___ does the paper use 12pt.font? Is all your personal information correct? (Place a check mark beside your personal information).
2. ___ Are you using MLA or APA citation? Identify and write which style you are using above your title. Make sure all quotes use MLA or APA citation.
3. ___ Does the paper double-space everything including personal information and block-quotations? (Place a check mark beside the introductory paragraph and at the end of the paper).
4. ___ is there a title? Does your title reflect the larger significance of the paper? Do you have the author and the title of his or her work in the title as well? Have you italicized the title of the published work? (Check mark title).
5. ___ Does the paper exceed the page or paragraph count or fall short?
6. ___ Does the thesis statement appear within the first two paragraphs?
7. ___ Is the thesis statement clear and concise (underline it)?
8. ___ Does the introductory paragraph contextualize all of the pertinent information required to introduce the author's background and subject?
9. ___ does the paper concentrate on one text? If it concentrates on more than one text do you have the others contextualized properly? (Write how many texts that you are using in the margin).
10. ___ is the focus too narrow, too broad, or specific enough?
11. ___ Are the quotes useful and do they link back to the topic sentences or thesis statement?
12. ___ Are the required number of secondary sources included or citations included? Number them.
13. ___ Does the conclusion summarize, address the original argument set out in the introduction, and offer food for thought?
14. ___ Check awkward phrases, incomplete sentences and sentence fragments.
15. ___ Check for spelling, capitalization, italics.
16. ___ Check logical flow of ideas.
17. ___ Describe the rhythm and cadence.
18. ___ Do you have signal phrases? Highlight them.
19. ___ Do you have topic sentences and transitional sentences between paragraphs? Underline both.
20. ___ Watch vagueness, incoherence and transitions and connectives.
21. ___ Check punctuation.
22. ___ Check Works Cited or Reference page. Highlight it.
23. ___ which mode of writing is required for the paper? Write it here and underline it.
24. ___ Identify and describe your own style and voice in one or two sentences below.