

## Editing Checklist

When revising and editing your assignment, ask yourself:

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

- What is my thesis?
- Do I make a clear argument or take a position about the topic? Do I state that position in my introduction?
- Does my introduction or opening paragraph prepare the reader for what follows?

### Is my essay clearly structured?

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

### Are my paragraphs clearly connected and coherent?

- Does each paragraph begin with a topic sentence?
- Do the sentences flow smoothly and logically from point to point?
- Does each sentence clearly follow on from the one before?
- Does each paragraph state its case clearly and completely, or should there be more evidence/ detail?
- Are there adequate transitions between sentences and paragraphs? Are transitions varied or are they all the same kind?
- Are all examples and quotes relevant to and supportive of my answer?
- Are facts and opinions supported with examples or explanations where necessary?

### Is my written expression appropriate?

- Have I used direct and clear language?
- Have I explained my ideas clearly and explicitly?
- Have I kept my audience in mind? Have I said all I need to say so that my reader can understand, or am I assuming they will 'know what I mean'?
- Have I written complete, grammatically correct sentences?
- In long sentences, have I separated related ideas with commas or semicolons for easier understanding?
- Is my use of tenses correct?
- Have I used non-discriminatory language?

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

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

**Have I remained within or exceeded the set word limit?****I don't have enough words:**

- Have I fully answered the question or task?
- Do I need to read more? Should I include more information or discussion?
- Have I provided enough evidence to support my argument/s?

**I have too many words:**

- Have I included only relevant information?
- Is there any unnecessary repetition in my assignment?
- Is my written expression as clear and concise as possible, or is it too 'wordy'?

**Have I proof read and revised my assignment for errors?**

- Have I checked my spelling? Have I read through my assignment and not just relied on a computer spell checker?
- Is all my bibliographical information correct?
- Have I used correct punctuation? Have I ended every sentence with a full stop?