Editing checklist

Spelling, grammar and punctuation

- Accurate spelling (watch out for errors not detected by spell checker)
- Consistent spelling (e.g. British vs. American spelling)
- Correct use of punctuation marks, commas in particular
- Accurate grammar, correct use of basic grammatical structures
    - verb forms : tenses and subject-verb agreement (singular vs. plural)
    - articles and determiners (e.g. much / many, (a) few / (a) little)
    - adjectives / adverbs, adverb position
    - connectors (e.g. despite / although / however)
    - relative pronouns (e.g. who, which, that)
    - conditional clauses
- Longer, complex structures rather than short, isolated sentences

Vocabulary

- Correct word choice, particularly how words are combined (= collocational patterns)
  → Google phrases which sound awkward to you ("…" site:uk or Google Scholar)
- Accurate and consistent topic-specific vocabulary
- Variation in general academic phrases rather than repetition

Structure and flow

- Text structure
    - Information logically divided into paragraphs
    - Well-considered progression of ideas
- Paragraph structure
    - Related information, unifying idea (expressed in topic sentence)
    - Well-connected sentences with a clear focus ⎤
    - Use of connectors to express logical relations ⎦ — reader-friendly writing

Style

- Formal word choice rather than basic, conversational items
- Formal grammatical structures (e.g. full verb forms, indirect questions, formal linking and longer / complex sentences)
- Conciseness: efficient word choice and no unnecessary repetition
- Objective, impersonal constructions
- Use of hedging (tentative language) to avoid over-generalisation or absolute statements