

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 check list 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.