## EDITING & REVISING

- **Introduction:**
  - Do you give appropriate background information on the topic?
  - Have you outlined the main arguments and debates?
  - Have you defined the terms relevant to your topic?
  - Have you established the scope of your paper?
  - Have you written a thesis?
  - Does the introduction go from broad to narrow?

- Does your thesis answer the assignment question or your own research question?

- Is the thesis statement too vague, long, or unclear?

- Does your thesis hold up with regards to the rest of your paper?

- Are the arguments clear and convincing?

- Do your arguments develop from sentence to sentence?

- Does the organization of the arguments make sense?

- Are your claims supported with enough evidence?

- Is there any repetition of ideas?

- In using quotations:
  - Have you introduced them appropriately and provided context for them?
  - Have you explained their significance?
  - Is it better to paraphrase them?
  - Is it sourced properly?

- Does each paragraph state one single idea?

- Is the transition between paragraphs and ideas smooth?

- Have you sourced all sentences that need it?

- **Conclusions:**
  - Have you paraphrased your thesis statement and answer the question “so what?”?
  - Have you explained the implications of your findings and analysis?
  - Have you outlined the lesson learned?
  - Have you related it to the wider context of the subject, course themes, or discipline?
  - Have you identified future areas of research?
  - Does your conclusion go from narrow to broad?

## PROOFREADING

- Are there any run-on or fragment sentences?

- Are you being direct and concise?

- Are you introducing overly extensive introductions? (i.e. “the issue I would like to address at this point is…”)

- Are you using words that are too fancy and you don’t even remember what they mean?

- Are there words that are repeating? (replace them with synonyms)

- Is the choice of verb tense consistent throughout the paper?

- Are you using an active voice?

- Are you appropriately using commas, semi-colons, colons, dashes, parenthesis, apostrophes?

- Do your pronouns agree with the nouns in person and number? What about verbs?

- Are you using clichés, euphemisms, jargon, or sexist language?