

Editing Checklist

Aim/purpose	Content	Structure/organisation	Language-style
<p>Am I still clear what my purposes were in this assignment?</p> <p>Is my topic clearly stated?</p> <p>Is there a clear central argument or point of view in the assignment?</p> <p>Do I feel I have achieved the assignment aim or purpose?</p> <p>Could I sum up my central position or point of view in the assignment in a sentence or two?</p> <p>Have I really answered the question/engaged with the set task?</p>	<p>Is it clear what main points I am expressing in each paragraph?</p> <p>Have all sources of material been cited and referenced?</p> <p>Have I used examples when appropriate?</p> <p>Are my facts correct and up to date?</p> <p>Is there evidence of wide reading in this assignment?</p> <p>Are any quotations I have used relevant and correctly referenced?</p> <p>Have I made clear which points were not my own?</p> <p>Have I avoided bias and admitted alternative views?</p> <p>Do my conclusions follow logically from my evidence?</p> <p>Have I followed expected conventions in terms of referencing, bibliography, etc.?</p>	<p>Will the structure of my essay be clear to the reader?</p> <p>Have you defined any key terms in the introduction?</p> <p>Have you made explicit connections between your introduction and conclusion?</p> <p>Do I make links between one paragraph or section and the next?</p> <p>Does each paragraph contain just one idea?</p> <p>Have I used headings where these might help the reader, e.g. in a report, or non-traditional essay?</p> <p>Have I used graphs, tables & diagrams where appropriate?</p>	<p>Have I checked for obvious mistakes in spelling, punctuation and grammar?</p> <p>Does the language express your arguments with appropriate force and conviction?</p> <p>Is the document written in an appropriate style, e.g. in the third-person; objective language?</p> <p>Is the length and number of sentences in each paragraph suitably varied?</p> <p>Have you expressed your argument in language which is as clear and concise as possible?</p> <p>Does the essay read smoothly and easily? (If in doubt, try reading it <i>aloud</i>.)</p>