

# Editing: Checklist



## Formatting:

- consistent throughout the whole paper
- Arial 11 or Times New Roman 12
- 1.5 spacing
- Margins 2.5 cm left, top, right; 3 cm bottom
- Extra space between paragraphs or first sentence indented
- Statement of Plagiarism included at the end

## Content:

- Fulfills the requirements
- Interesting to read
- Follows a golden thread
- All information is directly connected to the topic

## Introduction:

- Introduces the topic
- Piques reader's interest
- Has a thesis statement or research question

## Main body:

- Has the required amount of paragraphs (if applicable)
- Each paragraph has a topic and a concluding sentence
- Each paragraph introduces one new topic/idea/argument
- Each paragraph is coherent in itself
- Transitions between paragraphs are fluent

## Conclusion:

- Summarizes the arguments of the main body supporting the thesis statement
- Contains a reworded version of the thesis statement
- Does not bring up any new information
- Footnotes only if useful citation

Common General Mistakes:

- Find and change *n't*, *'s*, *'ve* and any other unacceptable short forms
- Overuse of the first person (note: sometimes not acceptable at all)
- Rephrase any sentences with “you” and other second person articles
- Double check commas, quotation marks and apostrophes (check rules if unsure)
- Is everything in EITHER British OR American English? (which SpellCheck is on?)
- Check for unnecessary capitalization, or missing capitalization
- Rephrase any sentences starting with ‘and’ or ‘because’