AN EDITING
CHECKLIST

The Question/Title and Guidelines

☐ Have I added the correctly worded version of the assignment title?

☐ Have I answered the question/ fulfilled the brief?

☐ Have I followed the word count?

☐ _____

☐ _____

☐ _____

☐ _____

Structure

☐ If appropriate, is there an introduction, main body and conclusion?

☐ Is my text organised in an appropriate way?

☐ Are my sentences clear and easy to read?

☐ Is my text organised in clear, solid paragraphs?

☐ Does each paragraph have a clear point with reference to the question?

☐ Do my paragraphs flow?

☐ Are they linked smoothly to create a logical progression of ideas?

Discussion

☐ Have I written in the appropriate voice? (1st person/3rd person)

☐ Have I maintained a consistent writing style or voice?

☐ Is my vocabulary appropriate and accurate?

☐ Have I developed an argument?

☐ Have I used appropriate evidence from wide reading or examples to support my discussion?

☐ Where I have used evidence, is it integrated sufficiently into my text?

☐ _____

References

☐ Have I followed the appropriate referencing conventions?

☐ Are my references accurate?

☐ Is everything I have cited, listed in full in the reference list?

☐ Could I use the Turnitin draft bucket to help me to review my referencing?

☐ _____

☐ _____

☐ _____