**Revision & Editing Checklist**

**Revision**

1. Purpose

* Does the essay conform to the assignment?
* Is the thesis clearly defined?

2. Structure/Organization

* Does the introduction supply suitable background information?
* Does each paragraph have a topic sentence that states the main idea?
* Does each paragraph have a concluding sentence transitioning to the next paragraph?
* Does the concluding paragraph offer a reflection or lesson learned?

3. Development

* Are there enough details, examples, and evidence to support each main point?
* Does each sentence and paragraph support the thesis?

4. Unity/Coherence/Flow

* Does the paper “flow” smoothly?
* Are transitional words and phrases used between sentences, and can any transitions be improved?
* Have you incorporated appropriate quotations effectively?
* Do the sentences vary in length?
* Does the introduction engage the reader?
* Is the title appropriate and creative?

**Editing**

1. Grammar

* Sentence fragments: Does each sentence have a subject, a verb, and a complete thought?
* Subject-verb agreement: Are singular verbs used with singular subjects and plural verbs used with plural subjects?
* Tense: Is each sentence in the appropriate tense?
* Active and passive voice: Use active voice whenever possible (the subject performs the verb’s action)

1. Punctuation

* Are commas used correctly?
* Are all periods and commas inside quotation marks and semicolons and colons placed outside them?
* Have apostrophes been used correctly to indicate possession?

1. Spelling

* Have you checked for any spelling errors that your spell-checker would not recognize (including homophones, e.g. to, too, two)?

1. Style

* Has wordiness (unnecessary/redundant words) been eliminated?
* Have you avoided repetitive use of “I”?

1. APA formatting

* Does the running head on title page look like this?

Running head: BETTER LATE THAN NEVER (In caps) 1

* On title page, have you centered the following:

Title

Name

Wheeler High School

* On page 2, does header look like this?

BETTER LATE THAN NEVER 2

* Title is centered 2 spaces above first paragraph on page 2. It is not all in caps.
* Paper is double-spaced, Times New Roman.
* The first line of each paragraph is indented 5 spaces.

Peer Edited by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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