

## PERSONAL/ EDITOR EDITING CHECKLIST FOR AN ACADMIC WRITING

(Adapted and modified from: Academic Skills Center, 2010 Libby Wilson 2011. New Readers Press)

### Be sure to use the checklist when you proofread your draft

**Title** :

**Date** :

**Edited by** :

Use this form to keep a record of all errors in punctuation, usage and style that your instructor or you have identified in any your drafts. Then check new drafts to make sure you are not repeating the same error. Although, the most common rules are summarized for your, review **Bridges To Better Writing** for full explanation and additional examples.

Tick (✓) if appropriate or write N/A

### SECTION A

No	DESCRIPTIONS <i>THESIS/ DISSERTATION / JOURNAL</i>	EDITED (✓) / (N/A)
1	<b>MECHANICS</b>  I capitalized the first word in every sentence  I capitalized all proper nouns  Each sentence I wrote ends with a period, a question mark, or an exclamation point.  I used punctuation correctly (commas, apostrophes, quotes,etc)  I spelled all words correctly (Check carefully for commonly confused words.  I indented the beginning of each new paragraph	
2	<b>GRAMMAR</b>  Each of sentences is a complete thought with a subject and a verb. There are no sentence fragments in my work  There are no run-on sentences that are incorrectly joined by commas.	

	<p>When I use pronouns, they clearly refer to someone or something.</p> <p>I use verb tenses consistently unless a change is required (past, present, future)</p>	
3	<p><b>STYLE</b></p> <p>I varied the lengths of sentences I wrote. Some are long, some are short, and some are medium in length</p> <p>I chose clear, interesting, colorful, precise words and made sure that they were appropriate for my audience. I avoided vague, overused words and clichés</p> <p>I cut out any unnecessary words. Nothing is more complicated it needs to be.</p>	

**SECTION B**

No	DESCRIPTIONS	EDITED (✓)
<i>THESIS/ DISSERTATION / JOURNAL</i>		
1	<p><b>TOPIC AND THESIS</b></p> <p>Does your introduction develop from the general (broad topic) to the specific (thesis statement)?</p> <p>Does your thesis express an opinion, attitude or idea about your topic? Is it clearly and concisely stated?</p> <ul style="list-style-type: none"> <li>• Does everything in your essay relate to your topic and thesis? Have you shown the relationships clearly?</li> <li>• Have you included enough support for your thesis?</li> </ul> <p>Do you have sufficient facts, quotations, examples, and statistics?</p> <p>Have you shown how the support you have provided is relevant to your essay's development?</p> <ul style="list-style-type: none"> <li>• Have you avoided making unsupported generalizations?</li> <li>• Does your conclusion develop from the specific (thesis restatement) to the</li> </ul>	

	general (a final thought)?	
2	<p><b>ORGANIZATION AND SUPPORT</b></p> <ul style="list-style-type: none"> <li>• Is the organizational pattern effective? Are the ideas in the essay clearly ordered?</li> <li>• Does each paragraph have a topic sentence and one controlling idea with appropriate supporting details?</li> <li>• Do you use a variety of transition words or phrases to show the relationship between the points you make?</li> <li>• Are there any gaps in your logic or points that are off topic?</li> </ul>	
3	<p><b>TONE AND CLARITY</b></p> <ul style="list-style-type: none"> <li>• Is the tone consistent and appropriate for the audience and the subject matter?</li> <li>• Is the language clear and concise? Have you avoided being too informal or using too much jargon?</li> <li>• Have you varied your vocabulary to express your ideas more accurately?</li> </ul> <p>Have you used a variety of sentence types to strengthen your position and keep your reader interested?</p>	
4	<p><b>APA / HARVARD Reference</b></p> <p>Citation and Reference should be checked.</p> <p>Have you followed the proper citation format both within text and on the References or Works Cited page?</p>	

List other problems areas that you or your instructor/ editor have identified in your written work. Write a description using your own words and highlight those errors, ensure it has to be rectified.

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