**Research Paper Editing & Revising**

**CHECKLIST**

**Formatting:**

Does the paper have a heading? \_\_\_\_\_\_\_\_\_\_\_\_

Is the paper titled? \_\_\_\_\_\_\_\_\_\_\_\_ Does the title hint at the topic of the paper? \_\_\_\_\_\_\_\_\_\_\_\_

How many paragraphs are in the essay? \_\_\_\_\_\_\_\_ Does the paper have 1” margins? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the essay written double-spaced, *with no extra spaces between paragraphs*? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the font TNR and 12 point? \_\_\_\_\_\_\_\_\_\_\_\_\_

**Introduction:**

Does the introduction begin with an interesting statement that catches the reader’s attention? \_\_\_\_\_\_\_\_\_

Do the ideas of the intro paragraph flow from a broad introduction to a focused thesis sentence? \_\_\_\_\_\_\_\_\_\_\_\_

Is the thesis statement at the end of the introductory paragraph? \_\_\_\_\_\_\_\_\_\_\_\_

Write your thesis statement here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Body Paragraph #1:**

What is the topic of body paragraph 1? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does all information contained in this paragraph support the paper’s thesis statement? \_\_\_\_\_\_

Does the paragraph contain supporting details to prove the main point of the paragraph?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are transitions used in the paragraph?

How many quotes are in this paragraph? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are all quotes introduced correctly and are they “set up” in a logical fashion? \_\_\_\_\_\_

Are there in-text citations? \_\_\_\_\_\_\_\_ Are they done correctly (Smith 95) or (“Euthanasia in America” 103)? \_\_\_\_\_ If not, go back and correct them.

**Body Paragraph #2:**

What is the topic for body paragraph 2? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does all information contained in this paragraph support the paper’s thesis statement? \_\_\_\_\_\_

Does the paragraph contain supporting details to prove the main point of the paragraph?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are transitions used in the paragraph?

How many quotes are in this paragraph? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are all quotes introduced correctly and are they “set up” in a logical fashion? \_\_\_\_\_\_

Are there in-text citations? \_\_\_\_\_\_\_\_ Are they done correctly (Smith 95) or (“Euthanasia in America” 103)? \_\_\_\_\_ If not, go back and correct them.

**Body Paragraph #3:**

What is the topic for body paragraph 3? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does all information contained in this paragraph support the paper’s thesis statement? \_\_\_\_\_\_

Does the paragraph contain supporting details to prove the main point of the paragraph?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are transitions used in the paragraph?

How many quotes are in this paragraph? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are all quotes introduced correctly and are they “set up” in a logical fashion? \_\_\_\_\_\_

Are there in-text citations? \_\_\_\_\_\_\_\_ Are they done correctly (Smith 95) or (“Euthanasia in America” 103)? \_\_\_\_\_ If not, go back and correct them.

**Overall paper:**

Is the first person “I” used anywhere in the paper? \_\_\_\_\_\_\_\_\_\_\_\_ **If yes, take it out and reword the sentence.**

Is the second person “you” used anywhere in the paper? \_\_\_\_\_\_\_\_\_\_\_ **If yes, take it out and reword the sentence.**

Is the paper organized logically? In other words, is some obvious order (chronological, cause/effect, order of importance, etc.) used? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are ideas stated directly and succinctly? Does every sentence make sense? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is sentence structure varied and interesting? \_\_\_\_\_\_\_\_\_\_\_\_

Is this paper written in *third person*? \_\_\_\_\_\_\_\_\_\_\_\_

Is the tone objective and serious? \_\_\_\_\_\_\_\_\_\_\_\_\_

**Conclusion:**

Does the conclusion summarize the main points of the essay? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does it add new information into the essay? \_\_\_\_\_\_\_\_\_ If yes, take it out! Conclusions don’t do that.

Is there a final wrap-up of the entire essay, revisiting your thesis statement? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Works Cited Page:**

Are there at least 4 sources listed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are they in alpha order by author’s last name or title of article? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If not, re-order them in correct alpha order.

Is each source listed following the proper MLA format? \_\_\_\_\_\_\_\_\_\_\_\_\_ (See the recording in WHIM) If they are not, correct them!

Are there periods after each bit of information except between the publisher and publishing date? \_\_\_\_\_\_\_\_\_\_\_\_\_

Are the sources indented correctly with a hanging indent? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the page double spaced, just like the paper? \_\_\_\_\_\_\_\_\_\_\_\_

Are the dates in European style (24 May 2009)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did you include the full url of each website in <angle brackets> at the end of each source listing?