



Editing checklist

Name of assignment: _____

If time allows, set your work aside for a day or two between drafts so that you can return with fresh eyes, then work through the items below.

Item	If not, or unsure
Content	
Have you addressed all parts of the assessment task?	Revisit Analysing the assignment question (PDF, 177 kB).
Have you followed any additional directions given to you?	Check the requirements and make adjustments.
Have you used the correct format (e.g., heading, sub-headings, tables; an introduction, body paragraphs, and conclusion)?	Check requirements and see the Word processing section (PDF, 541 kB) for information about formatting.
Ideas and argument	
Is there a clear argument or thesis statement?	Revisit the thesis statement section in the 'Essay' topic on the Study Smart vUWS site.
Does your argument follow a logical path?	Try to rearrange paragraphs, sections, or sentences to find a logical flow. You may have to do some rewriting.
Is everything you have included relevant to the topic?	If anything is irrelevant, delete it or move it to a footnote or appendix.
Using sources	
Have you used evidence to support your claims?	You may need to do more research. Look at 'Finding information' and 'Using information' on the Study Smart vUWS site.
Is it clear which ideas are yours and which you have taken from sources?	You may need to rewrite. Visit Using information on the Study Smart vUWS site.
Is every source appropriately cited?	Revisit Using information topic on the Study Smart vUWS site, and Library referencing and citation resources .
Do you need further evidence or information to support your argument?	You may need to do more research. Look at Finding information and Using information on the Study Smart vUWS site.

Where you have directly quoted from sources, have you done so appropriately and accurately?	Compare your quotations against the original text for accuracy. If you're not sure when it's appropriate to use a direct quotation rather than a paraphrase, visit 'Using information' on the Study Smart vUWS site.
Have you paraphrased sources in your own words and given proper attribution?	Ensure every source is cited correctly. Visit 'Using information' on the Study Smart vUWS site to learn more. If you're unsure about your paraphrasing and multiple Turnitin submissions are allowed for this assignment, you can submit to Turnitin and check your originality report. See 'Using Turnitin' in 'Finishing and submitting' on the Study Smart vUWS site.

Language and cohesion

Does what you've written make sense?	Do you understand every word you have used? If you were to show the essay to your parents or a friend, would they understand? A good tip is to read your work aloud - you will quickly hear when something doesn't sound right.
Is the language you've used appropriate for your purpose and audience?	Visit the particular genre or assignment type topic on the Study Smart vUWS site.

Structural elements

Does the introduction include a thesis statement, background information, and an outline of the work?	For more information visit Study Smart: Writing
Does the conclusion summarise the main points of the thesis and include a final statement or recommendation?	For more information visit Study Smart: Writing
Does each paragraph contain a topic sentence?	For more information visit Study Smart: Writing
Are your paragraphs linked logically?	For more information visit Study Smart: Writing
Is each sentence structured correctly?	For more information visit Study Smart: Writing

Overall

Compare your work to the marking criteria. What mark would you give yourself? Are there any areas you need to revisit?



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