

Revision Checklist:

1. Have the needs of the audience been kept in mind?
2. Have the ideas been adequately developed?
3. Are all paragraphs unified and coherent?
4. Is there an inherent logical order evident in the placement of each paragraph?
5. Do the paragraphs flow smoothly from one to another?
6. Does each paragraph serve a logical purpose?
7. Could any of the sentences be written more concisely without losing meaning?
8. Are the sentences clear and complete?
9. Are there sentences that announce what you are going to say or that sum up what have already said, and therefore could be cut?
10. Is the piece of writing fair to the subject and to the reader?

Compare your draft with this checklist and make changes as needed. Also, be sure to check your spelling carefully: don't just rely on spell-check.

Distinguish between "it's" and "its"

11. it's = it is
12. its = possessive (the elephant reared its head)

Pronouns

13. A pronoun (she, he, it, they, them, etc.) should refer to the noun immediately preceding it, unless the reference is clear (as in this sentence where "it" couldn't refer to "noun").
14. Pronouns should not refer to antecedents across paragraphs.
15. Avoid pronouns that don't refer to anything (e.g. "It is going to rain")
16. How to handle "he or she":
17. Use "he or she" (e.g. "An artist paints a picture. He or she then sells it to the public.")
18. Or better: make the noun and pronoun plural (e.g. "Artists paint pictures. They then sell them to their patrons.")
19. Don't write "he/she."

Spelling

20. Their (possessive as in "their home") and there ("go over there")
21. A lot (two words)
22. Your (possessive) and you're (a contraction for "you are")
23. Whether (as in "whether or not") and weather (as in rain, snow, etc.)

Numbers

24. Numbers are written out to ten (as in the word "ten" in this sentence). After ten, you can use figures, as in the number 128.
25. If you begin a sentence with a number, also use the word ("Five young men were drafted.")
26. It's \$125 not 125 dollars

Punctuation

27. In the United States, the convention is to always put commas and periods inside the quotation mark (e.g. Hamlet says, "To be or not to be." Semi-colons and colons go outside. Question marks are either in or out, depending on whether you are quoting a question or whether the question is your own.
28. Put commas after introductory subordinate clauses (e.g. "Although John was at first reluctant to go shopping, he eventually decided to go").
29. Underline (or use italics) titles of books, newspapers, movies, TV shows, magazines, pamphlets, plays, and long poems (Paradise Lost).
30. Use quotation marks for the titles of magazine and newspaper articles, short stories, and poems.

Semi-colons

31. Generally, use **only** between independent clauses that closely relate. Don't overuse.

Avoid the following words or phrases

32. Not "and/or" but "or"
33. Not "plus" but "and"
34. Avoid slang in formal academic writing, including the following words:
35. "Guy," "OK," "plenty" (write "very"), "get" or "got" (as in "he got a car"--write "he purchased" or he "bought")

- **Editing Guidelines:**

- Minimal use of passive voice

- Use of specific details

- Consistency of verb tense

- Minimal use of forms of "to be"

- Varied sentence structure, rhythm, and length

- Word choice: clear, effective, concise

- Grammar: pronoun-antecedent agreement, subject-verb agreement, sentence fragments/run-ons

- Spelling

- Punctuation: comma splices, quotations, titles