

Revising & Editing Guide

1. Check **format**.
 - ☆ Do you have an introductory paragraph?
 - ☆ Do you have body paragraphs?
 - ☆ Do you have a concluding paragraph?
2. **Indent** the first line of every paragraph.
3. No **paragraph** should be longer than 2/3 of a page.
4. Hi-light **thesis statement** green.
 - ☆ Located at the end of the introduction, this sentence tells what the *entire paper* is about.
5. Hi-light **topic sentence** blue.
 - ☆ The first sentence of each body paragraph tells what each *paragraph* is about.
 - ☆ This sentence contains your own thoughts or opinions.
6. Hi-light **elaboration sentences** pink.
 - ☆ These sentences elaborate on the topic sentence or support sentences.
 - ☆ These sentences are your own explanation of the topic sentence and support sentences.
7. Hi-light **support sentences** yellow.
 - ☆ These sentences contain facts, statistics, or direct quotes from your source(s).
 - ☆ They should support or validate your paragraph's topic sentence.
8. Underline **transitions**.
 - ☆ These words, phrases, and sentences help transition or move logically from one idea to another.
 - ☆ Are they used appropriately?
9. Check for **logical progression of ideas** for the paper overall.
 - ☆ Does the order in which you present ideas make sense and build on one another?
 - ☆ When you read the conclusion, can you say, "Yes, my entire paper has clearly led the reader to this conclusion"?
 - ☆ If you have written a good outline and followed it when writing your paper, you shouldn't have any issues with this.
10. Check your **quotations**.
 - ☆ Is ending punctuation in the right place? Periods (.) are ALWAYS inside the quotation marks (" ") except when using parenthetical citations.
 - ☆ Have you included parenthetical citations (first word or two of citation)?
 - ☆ Is there a source citation for each quote on your Works Cited page?
 - ☆ Do the words in your parenthetical match the first word or two of the source citation?
 - ☆ Are quotes longer than 3 lines in block format?
11. Check **works cited** page.
 - ☆ Are sources listed in alphabetical order?
 - ☆ Are sources in MLA format?
 - ☆ Are sources indented correctly? Use reverse paragraph format.
12. Check for **complete sentences**.
 - ☆ Do you have a subject?
 - ☆ Do you have a verb?
 - ☆ Do you have a complete thought?
 - ☆ Do you have a run-on or a fragment?

13. Eliminate **run-ons** and **fragments**.
 - ☆ Read each sentence one at a time starting at the end of your paper. You are not looking for continuity of thought here – just checking for run-ons and fragments.
 - ☆ Run-ons go on & on and usually have two or more thoughts that are not joined properly.
 - ☆ Fragments are usually either
 - missing a subject or a verb OR
 - begin with a conjunction like *because*, *when*, *since*.
14. Check **sentence variety** in each paragraph.
 - ☆ Are the sentences in the paragraph all short or all long?
 - ☆ Are there any sentences you can combine?
15. Circle **conjunctions**.
 - ☆ And, or, but, for, nor, so, yet
 - ☆ What are you joining with the conjunction? Words, phrases, or sentences?
16. Check **commonly confused words**.
 - ☆ Its/it's
 - ☆ Your/you're
 - ☆ For more, check out the resources in your classroom – ask your teacher.
 - ☆ There/their/they're
 - ☆ Affect/Effect
17. Avoid **1st/2nd person pronouns** like *I*, *we*, *us*, *our*, *you*.
18. Check for **subject-verb agreement**.
 - ☆ Subject and verb “match.” Ex: I *run* everyday. She *runs* everyday.
19. Check for **pronoun-antecedent**.
 - ☆ Can you tell who is “he,” “she” or “they”?
 - ☆ Can you tell what is “it,” “that” or “this”?
 - ☆ The pronoun should refer to the last noun (antecedent) you used before the pronoun.
20. Check for **dead words**.
 - ☆ Avoid simple or overused words like *got*, *is*, *was*, *things*, *stuff...*
 - ☆ Use your thesaurus to find a better word.
21. Check for **misspelled words**.
 - ☆ Circle them.
 - ☆ Look them up in dictionary & correct.
22. Check for **punctuation**.
 - ☆ Use a comma (,)
 - Between two sentences before “and” or “but” or other conjunctions (see item 15 on this list)
 - Between words in a series of 3 or more items.
 - After an introductory phrase.
 - ☆ Use a period (.), question mark (?), or exclamation point (!) at the end of a sentence.
23. Check for **capitalization**.
 - ☆ First letter of a sentence
 - ☆ Proper names
 - ☆ Titles (book, magazine, newspaper, movie)