

Editing Checklist

Details	Ticks (✓)
1. Does the introduction paragraph provide a clear indication of the purpose of the text and a broad outline of the content? In other words, are your stance and thesis statement clear?	✓
2. Does every part of the text contribute to the key idea in order to form a meaningful whole?	✓
3. Does the stance remain clear throughout the text?	✓
4. Is every sentence relevant to the purpose of the text?	✓
5. Is there a sentence (preferably the first) in each paragraph that summarizes the key point of that paragraph?	✓
6. Are the paragraphs unified, i.e. do they contain only one single idea each?	✓
7. Has every idea been given sufficient weighting?	✓
8. Does the text flow logically from one paragraph to the next?	✓
9. Have transitional words or phrases (such as, for example, 'however', 'thus', 'therefore', 'as a result', 'in this way', 'furthermore', 'above all' and 'moreover') been used, but not overused, to help the reader to make connections between the ideas?	✓
10. Are the sentence structure and vocabulary varied, without too much repetition?	✓
11. Has avoided irrelevant and unnecessary 'filler' words such as 'actually' or 'basically'?	✓
12. Has evidence been given to back up statements?	✓
13. Is a positive and professional tone maintained throughout?	✓
14. Is the tone appropriate for the reader?	✓
15. Does the text meet the readers' needs?	✓
16. Does the last paragraph neatly and concisely summarize and conclude?	✓

Proofreading Checklist

Details	Ticks (✓)
1. Suitable title with argumentative tone	✓
2. Include citations and references according to APA style	✓
3. All citations are accounted for in the references list	✓
4. Correct fonts/font sizes	✓
5. Suitable tenses	✓
6. Correct use of numbers and symbols	✓
7. Consistent use of abbreviations	✓
8. Correct use of punctuation	✓
9. Correct spelling	✓
10. Correct grammar	✓