STUDY SKILLS:
EDITING CHECKLIST

NORWICH UNIVERSITY OF THE ARTS

Content (argument and use of evidence)	Yes	No
1. Have all claims been supported by evidence?		
2. Do the sources show varied perspectives (theorists, practitioners) and mediums (books, journals, websites, exhibitions)?		
3. Have you commented on the evidence? **Note:** comment can include analysing its meaning, agreeing/disagreeing, comparing to other viewpoints or connecting to practice.		
Structure (order of writing)	**Yes**	**No**
1. Do paragraphs cover one main idea/theme? (If points have been mixed, these will need to be split into separate paragraphs.)		
2. Do the paragraphs flow logically on from one another?		
3. Have transitional phrases been used to guide a reader? (Examples include 'firstly', 'similarly', 'in contrast' and 'finally'.)		
4. Does the conclusion summarise the main findings and avoid adding new information?		
Delivery (style and language)	**Yes**	**No**
1. Is the writing free from slang, clichés ('in this day and age'), abbreviations (e.g. or etc.) and contractions (such as can't)?		
2. Does the writing avoid wordiness and unnecessary adverbs such as 'very', 'really' and 'basically'?		
3. Have typos been avoided such as misspellings of names and American spellings (ending with –ize, -yze, -or)?		
4. Have comma splices been avoided (where you use a comma to incorrectly join sentences)?		
• **Example of a comma splice:** I experimented with texture in my final design, this helped me to create depth to its appearance. Correction: use a semi colon or 'and' to correctly join. You could also split into two separate sentences.		
Presentation (format of text and references)	**Yes**	**No**
1. Has the NUA style of Harvard referencing been used? **Note:** look on the library's referencing webpages or at Pears and Shields (2016) *Cite Them Right*, available at 808.027 PEA.		
2. Are quotations of four lines or more indented from the margin?		
3. Does the text use correct line spacing, margin size and font style/size?		