



STUDY SKILLS: EDITING CHECKLIST

Content (argument and use of evidence)	Yes	No
1. Have all claims been supported by evidence?		
2. Have reliable and relevant sources been used from a range of perspectives and mediums?		
3. Have you commented on your understanding of the evidence? Use phrases such as 'This quotation suggests ...'		
4. Have generalisations been avoided such as 'Many people argue that'? Be specific and name particular sources.		
Structure (order of writing)	Yes	No
1. Does each paragraph cover one main point?		
2. Do the paragraphs lead logically on from one another?		
3. Have signpost words/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 vary language and avoid repetition. For instance, instead of 'says', try 'discusses, states, outlines, argues'.		
3. Does the writing avoid wordiness and unnecessary adverbs such as 'very' and 'really'?		
4. Have typos been avoided such as misspellings of names and American versions ending with -ize, -yze, -or?		
Presentation (format of text and references)	Yes	No
1. Has NUA Harvard referencing been used? Note: use the library guide or Pears and Shields (2019) <i>Cite Them Right</i> .		
2. Are larger quotations (usually more than 2/3 lines long) indented from the margin?		
3. Does the text use correct font and spacing? Note: normally 11pt, Arial, Calibri or Veranda and a minimum of 1.5 line spacing.		