

Rewriting and Editing

Content/Structure

- Is the topic clearly stated in the introduction? Are main ideas referenced in the introduction? Is the motivator effective?
- Are the body topics organized logically?
- Do all body paragraphs have clear topic sentences that not only set up the paragraph topic, but also show relationship to the rest of the paper?
- Are body paragraph details and ideas specific rather than redundant? Is the same idea repeated with different wording?
- Are body paragraphs unified?
- Are transitions used appropriately?
- Does the conclusion leave a lasting impression on the reader? Is the conclusion too long or too short to be effective?
- Are there any passages that need clearer wording? Are there any passages that contain over-complicated or awkward wording?
- Are there any references to the paper rather than direct statements about the topic? Is 2nd person (forms of “you”) avoided? Is 1st person (forms of “I” and “me”) also avoided?
- Does the writing sound smooth and natural, or is the source over-used?

Mechanics

- Are there spelling/typing errors?
- Find any run-on sentences and correct.
- Find sentence fragments and correct.
- Check comma usage.
- Assure that all numbers and percentages are handled consistently.