

## Revision Checklist

The following are important questions to ask yourself in the revision process. Remember that revising a paper and editing a paper are not the same process, but both are important when it comes to making sure your paper is in the best shape possible before you hand it in.

### Revising for Content:

#### Introduction:

- Can the reader easily recognize the topic or question your essay is addressing?
- Can the reader easily identify your essay's thesis statement, its main point, or its answer to the question you have chosen to address?
- Will the reader know what to expect from your essay?

#### Body:

- Does each paragraph have a clear connection to the overall goal of your essay (as seen, for example, in your thesis statement or in the question that you have indicated in the introduction?)
- Does each paragraph focus on a main point, and is each sentence of the paragraph clearly related to the point in some way?
- Have you fully explained the point you wish to make in the paragraph so that readers will be satisfied that you have answered important questions like "What?" "Why?" "How" and "So what?"
- Are the transitions between paragraphs smooth so that the reader understands how one idea is related to the next?

#### Conclusion:

- Does the conclusion summarize concisely the main argument or idea of the essay and the most important points supporting it?
- Does the conclusion offer some insight into the implications and significance of the ideas presented in the essay?

#### Documentation:

- Have you checked all in-text citations or footnotes to ensure they are formatted and documented accurately and appropriately according to the system you are using (APA, MLA, etc.)?
- Have you checked your list of sources to ensure that they are in proper order and formatted accurately and appropriately according to the system you are using (APA, MLA, etc.)?