MA Leadership Revision and Editing Checklist

Revision Checklist

Revision: Revising is reviewing your paper to make changes in content, organization, and structure.

Introduction
- ☐ Does the paper appeal to a specific audience?
- ☐ Is the context of the topic established?
- ☐ Does the argument or theme of the paper respond to the assignment instructions?

Thesis
- ☐ Is your thesis clearly defined? Is it one to two sentences in length?
- ☐ Does your thesis establish a purpose?
- ☐ Does your thesis show your opinion on a topic?
- ☐ Does your thesis use specific language?
   Does your thesis make an assertion based on clearly stated support?

Organization
- ☐ Does your paper have a relevant introduction and conclusion?
- ☐ Does each body paragraph have a topic sentence that refers back to the thesis?
- ☐ Does each body paragraph develop only one idea?
- ☐ Does each body paragraph connect to the previous paragraph and the following paragraph?
- ☐ Does each body paragraph have a transition—at the beginning or the end of the paragraph?
- ☐ Is the appropriate point of view used? Use third person ("He," "She," "They") for a Research Essay and first person ("I," "we," "us") for Reflection Papers.

Content and Development
- ☐ Does each body paragraph have evidence to support the claim in the topic sentence?
- ☐ Is each piece of evidence introduced and/or given context?
- ☐ Do you introduce every quote in your paper with your own words? (Ex: According to John (2014), "leaders revise their writing.")
- ☐ Is each piece of evidence interpreted, or analyzed, based on its relationship to your thesis?

Editing Checklist

Editing: Editing is reviewing your essay to address minor details and make changes in the writing, such as grammar, word choice, and mechanics.

Grammar

☐ Do the subjects and the verbs agree? To check, identify your subjects and verbs. Is the subject singular or plural? Does the verb match?

☐ Is the verb tense consistent throughout the entire paper? Are you using present tense or describing an event in the past?

☐ Do you use complete sentences? Check for fragments (incomplete sentences), run-ons (fused sentences), and comma splices (places where you need more than a comma to join two parts of a sentence).

☐ Do you use language that is too informal? Use academic vocabulary.

☐ Do your sentences vary in length? Do you use a variety of simple, compound, and complex sentences?

☐ Are you using active voice instead of passive voice in your paper?

☐ Is it clear what your pronouns refer to? (Ex. The students work hard on *their* essays.)

☐ Are your verbs used correctly? Check your use of gerunds and infinitives.
Gerunds: Gerunds can be subjects, complements, and objects. A gerund is a noun made from a verb by adding "-ing." The gerund form of the verb "read" is "reading."
Infinitives: Infinitives are the "to" form of the verb. The infinitive form of "learn" is "to learn." You can also use an infinitive as the subject, complement, or object of the sentence.

☐ Do you use articles correctly? Is the noun general or specific? (Ex. students, the student or a student).

Mechanics

☐ Do you overuse or underuse commas?

☐ Is your spelling correct?

☐ Do you use apostrophes correctly? Avoid contractions (can't) and check possessives (Tom's).

☐ Are all other types of punctuation used correctly? (Question marks?, exclamation points!, semicolons;, periods.)

☐ Are words capitalized correctly?

APA Format:

☐ Do you have an APA formatted title page and page numbers starting on the second page?

☐ Are your sources cited correctly according to the current APA manual (7th edition) in the Reference page? Do you start your References on a new page?

☐ Are quotations formatted and cited correctly with author, year, and date?

☐ Do you include the author and year for all paraphrased information?

☐ Do you use the correct heading and sub-heading formats according to APA levels? Check capitalization and use of bold or italics. Leave a blank line between main headings.

Paper Format and Submission

☐ Do you use standard margins with only left margin alignment?

☐ Do you use APA approved font styles and a font size either 11 or 12? (10 pt may be used for tables).

☐ Do you break a page at appropriate points? (e.g. do not end a page with a new heading)

☐ Do you save each assignment with a label that includes your name and a key word identifying the assignment?