

# Editing Checklist

When proofreading and editing an essay, look for the following things to be present. If any are missing, consider adding them to improve the overall effect.

## **Organization and Development**

1. Clear, focused, relevant thesis statement at the end of the first paragraph or introduction and topic sentences for each body paragraph.
2. Logical order of support.
3. Several secondary supports for each primary support.
4. Use of the appropriate mode of argument or analysis.
5. Clear conclusion that does not introduce a new idea.

## **Coherence**

1. Use of transitions that introduce and connect new ideas clearly and smoothly.
2. Use of key words to reinforce the thesis.
3. Unity of theme and adherence to topic.
4. Consistency in verb tense, pronouns, and point of view.
5. Parallelism of sentence forms.

## **Style**

1. Writing style consistent with college level and academic setting.
2. Use of appropriately formal and interesting vocabulary—no slang.
3. Correct and concise word choice.
4. Complex sentence forms.
5. Clear, understandable sentences.

## **Grammar**

1. Complete sentences (no fragments, comma splices, or run-ons).
2. Correct spelling and capitalization.
3. Correct punctuation, especially commas and apostrophes.
4. Correct subject-verb agreement and noun-pronoun agreement.
5. Correct word endings.