Editing your writing

It is important to develop skills in revising your writing.
From Germov, J, 1996, Get great marks in your essays, Allen and Unwin, St Leonards

Before you submit your assignments, check for the following:

1. Does the introduction clearly state the purpose—the topic and what will be covered?
   - Do the paragraphs contain topic sentences that refer to the purpose as stated in the introduction?
   - If you read only the topic sentence of each paragraph does the structure of the whole piece become clear?
   - Are the links between paragraphs clear?
   - Does your conclusion answer the question and sum up the argument?

2. Have you answered the question?
   - Check your plan against the original question.
   - Compare the finished assignment with the plan. Does it follow the plan?
   - Have you provided enough evidence and detail to support your ideas?
   - Is your content accurate, detailed and concise?

3. Is your argument clearly stated in the introduction?
   - Is your argument thorough and logical?
   - Is your argument supported by appropriate evidence?

4. Is the flow of ideas clear? Summarise each paragraph in one line. Is there a logical flow?
   - Do you use appropriate link words? (eg. Firstly, needs to be followed by secondly)
   - Are key terms clearly defined, consistent and clear? (too much variety is confusing)
   - Are relationships between ideas clear?
   - Are headings clear?

5. Are your references in alphabetical order? (Harvard, APA and Footnote systems)
   - Are all the sources referenced in the text in your reference list/bibliography?
   - Are all the bibliographic details provided? (author, date, titles, publisher, place)
   - Do you have enough/too many/appropriate citations?
   - Are your sources reliable?
   - Are your paraphrases different enough from the original?
   - Are your sources appropriately referenced and in the correct style?

6. Have you checked for errors in spelling, punctuation and sentence structure?