Writing:
Paper Revision Checklist
Academic Success Center
Iowa State University

Step 1: Check Organization
___ Is there an introduction?
___ Does it have a thesis statement that gives direction about what’s to come?
___ Do my paragraphs proceed logically from one to the next?
___ Are there topic sentences to transition from one paragraph to the next?
___ Do my paragraphs follow a specific pattern (e.g., chronological, least important to most important)?
___ Does each paragraph relate directly to my thesis?
___ Can any paragraphs be combined?
___ Is there a concluding statement that is appropriate to the thesis?

Step 2: Check Material
___ Is my support adequate?
___ Is enough information given so that my reader will understand clearly?
___ Is any material unnecessary or inappropriate for the thesis?
___ Have I repeated any information?
___ Is the material accurate?

Step 3: Check Expression
___ Have I been concise? If not, refer to suggestions given in class.
___ Can I eliminate any conversational or colloquial phrases? ex: “blind as a bat”
___ Have I chosen specific words?
___ Have I experimented with new vocabulary?
___ Have I used vague terms like “thing” or “big”?
___ Have I deleted terms like “so” and “very”?
___ Have I varied the length of my sentences?
___ When referring to a literary piece (article, book, essay, report) or an author’s opinion, have I used the present tense?

Step 4: Check Final Items
___ Have I credited my sources and referred to each within my paragraphs?
___ Have I used the correct bibliographical form?
___ Have I numbered the pages?
___ Have I used correct punctuation AND had someone proof read for me?