

Editing checklist for Assignments

Editing should be the first step in the process of checking and revising your work after you finish your draft. Leave plenty of time for this step and don't be afraid of making significant changes. Experienced writers often write 3 to 4 drafts, and edit extensively.

Content:

- Have you answered the essay question and/or achieved the assignment aim?
- Ask 'so what'? What is the importance or relevance of the point?
- Have you used reliable, up-to-date academic sources? Do these meet any stated requirements in the assignment guidelines?
- Have you used detailed and specific terminology and information throughout?
- Have you used any expected content (relevant theory, professional guidelines, process or calculations, etc.) and linked it to specific cases, examples or evidence? Does it meet the **learning outcomes** for the module and the assignment?
- Where does it fall on the general marking criteria, or the particular rubric for the assignment?

Structure:

- Is the **introduction** direct and clear? Have you signposted the structure of your assignment in the introduction? For example, have you said 'this essay will first discuss.... and then go on to... before finally....'
- Identify the main topic of each paragraph and check that the first sentence mentions the main topic.
- Sum up each paragraph in fewer than 10 words, and put them together. Do they gradually make sense of the overall argument you are trying to make?
- Check that each paragraph discusses only that topic, and that you haven't repeated yourself by discussing the same topic in another paragraph.
- Check the order of your paragraphs. Is it a logical order? Would it make more sense if you moved them around? Do your sections follow the structure you laid out in the introduction?
- Do your sentences flow from one to the next clearly in each paragraph?
- Have you linked the paragraphs together using suitable linking language to highlight your argument? e.g. similarly, in addition to, in contrast, however...
- Does your conclusion point out what the assignment has achieved?
- Is everything in the assignment relevant to the title or task, if not take it out?

Learning Development

Argument:

- Do you have a clear main argument or answer to the question? Please note: in descriptive or reflective assignments and reports, this may not be necessary. It can still be helpful to consider your 'main message'.
- Have you provided evidence for all points which could be disputed? Is this evidence detailed and reliable? Evaluate your sources carefully. Have you fully explained how your evidence supports your ideas?
- Does each section advance the case being made, or respond to part of the brief?

Once you are happy with your editing, move on to proofreading.