

the Writing Centers at Saint Mary's

Winona and Minneapolis

Writing Process: **Revising Checklist**

You can use the checklist below as you write or revise your essay. Please note that not all items may be applicable to all assignments/courses. Always check with your instructor and/or assignment sheet for specifics.

Formatting

- My margins are 1 inch.
- My font is Times New Roman, 12 point throughout (including the header and References page).
- My entire essay is double-spaced, including my References page.
- I include my title at the start of my essay (centered, not bold).
- I have a header with a shortened version of my title on the left and the page number on the right.

Introduction

- My introduction has a clear thesis statement that outlines the main points of my essay.
- My introduction provides the needed background for my reader to understand my essay.

Body

- Each paragraph begins with a topic sentence that supports the thesis statement.
- Each paragraph includes a specific example or source support for the topic sentence.
- Each paragraph ends with a concluding sentence that summarizes it and/or transitions into the next.

Quoting, Paraphrasing, and APA Style

- All paraphrasing uses both my own wording and original structure.
- I avoid quotations when possible and paraphrase instead (with correct in-text citations).
- I include a correct citation for each sentence that contains any outside information.
- All in-text citations for exact quotations include the page or paragraph number.
- I use past tense when referring to what sources have written (stated vs. states).

Conclusion

- My conclusion summarizes my main points.

References Page

- I use a hanging indent for all entries.
- My title is References (centered, not bold).
- My References page is double-spaced.
- Article, book, and webpage titles are sentence case. Journal titles are title case.
- I do not have non-retrievable links (e.g., links to Blackboard) or sources (e.g., interviews).
- My margins are 1 inch.
- My entries are alphabetized by author last name (or organization name).