

## 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. We have included blanks here for you to add assignment-specific requirements.

### 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 have a header with a shortened version of my title on the left and the page number on the right.
  - I include my title at the start of my essay (centered, not bold).
  -
- 

### Introduction

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

- 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 paraphrasing uses both my own wording and original structure.
  - 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

- My title is References (centered, not bold).
  - My References page is double-spaced.
  - I use a hanging indent for all entries.
  - 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 entries are alphabetized by author last name (or organization name).
  -
- 

### Other

- - 
  -
-