

Revision Checklist

Content & Argument

- ☐ Thesis is clear and specific
 - ☐ Thesis is arguable (not just a fact)
 - ☐ Each paragraph supports the thesis
 - ☐ Arguments are logical and well-developed
 - ☐ Sufficient evidence for each claim
 - ☐ Counterarguments addressed (if applicable)
 - ☐ No irrelevant or off-topic information
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Structure & Organization

- ☐ Introduction hooks the reader
 - ☐ Introduction provides necessary background
 - ☐ Each paragraph has ONE main idea
 - ☐ Topic sentences clearly state paragraph focus
 - ☐ Logical flow between paragraphs
 - ☐ Effective transitions connect ideas
 - ☐ Conclusion summarizes without repeating
 - ☐ Conclusion provides closure/final insight
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Evidence & Analysis

- ☐ Quotes are properly integrated (not dropped)
 - ☐ Evidence is relevant and current
 - ☐ Analysis explains HOW evidence supports claims
 - ☐ Balance between evidence and original analysis
 - ☐ Sources are credible and appropriate
 - ☐ Variety of evidence types used
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Citations & Formatting

- ☐ All sources cited properly (in-text)
 - ☐ Bibliography/Works Cited page complete
 - ☐ Citation style consistent throughout (APA/MLA/Chicago)
 - ☐ Correct formatting (margins, spacing, font)
 - ☐ Page numbers included
 - ☐ Title page (if required)
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Grammar & Mechanics

- ☐ No sentence fragments or run-ons
- ☐ Subject-verb agreement correct
- ☐ Consistent verb tense

- ☐ No comma splices
 - ☐ Proper punctuation
 - ☐ Correct spelling (especially names/terms)
 - ☐ Proper capitalization
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Style & Clarity

- ☐ Academic tone maintained
 - ☐ No informal language or slang
 - ☐ Active voice used (when appropriate)
 - ☐ Concise sentences (no wordiness)
 - ☐ Varied sentence structure
 - ☐ Clear and precise word choice
 - ☐ Avoids “I think” or “In my opinion”
 - ☐ No contractions (don’t, can’t, etc.)
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Final Polish

- ☐ Read paper aloud for flow
 - ☐ Checked for repeated words/phrases
 - ☐ Verified all requirements met
 - ☐ Title is engaging and relevant
 - ☐ Meets word count requirement
 - ☐ Fresh eyes review (peer/tutor)
 - ☐ Spell-check and grammar-check run
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Pre-Submission

- ☐ Saved in correct file format
- ☐ File named properly
- ☐ Submitted to correct platform
- ☐ Submission confirmation received
- ☐ Copy saved for personal records