

Checklist for Revising Your Paper

✚ *Introduction*

- Does your paper take a clear position and make an argument? Will your reader easily grasp this argument? Have you stated your position/thesis statement at or near the end of the introduction?
- Have you used a verb that reveals your position, thesis or argument and avoided a verb that does not reveal a position such as “discuss”?
- Does your introduction have a general to specific pattern, starting broadly with the context, situation and problem and narrowing down to your purpose and position/thesis statement?
- If your introduction is more than one paragraph, have you checked the flow from one paragraph to the next?

✚ *Body of Paper*

- Have you organized your paper in a logical way for your readers and for your topic?
- If your paper has headings, check to see if the heading flow is logical.
- To check the organization and coherence, find the topic sentence in every paragraph and make sure that all these sentences in your paper unfold in a logical order.
- Have you repeated key terms and concepts throughout the paper? Readers depend on this repetition to orient themselves.

✚ *Individual Paragraphs*

- Does the paragraph have a clear purpose? If not, consider removing it.
- Does the topic sentence make a claim?

Checklist is continued on following page.



Individual Paragraphs *(continued)*

- Is the topic sentence at or near the beginning of the paragraph? Is it broad enough to encompass all the sentences that follow? Does it contain the paragraph's conclusion? Is it the last thing your reader reads before starting the detailed part of the paragraph?
- Is the paragraph logically organized?
- Do you have sufficient evidence to support the claim you have made in the topic sentence? Are you relying too much on only one source?
- Have you integrated your evidence successfully into the paragraph?
- Have you summarized or paraphrased evidence?
- Have you thoroughly distinguished your own claims from the findings and claims of your sources?
- Have you shown connections between similar and contrasting ideas and findings, using transition signals such as "similarly" and "conversely"?
- Have you analyzed and interpreted the evidence and ideas?
- Have you included a bridge at the beginning of your paragraph that links it to the previous paragraph?
- Have you concluded each paragraph with a sentence that comments on the evidence or "sums up" the paragraph?

Conclusion

- Have you returned to your original introductory position/thesis but in different words from the introduction?
- Have you discussed limitations, implications, repercussions, possible policy changes and/or areas for future research?