

Checklist for Editing Your Paper

- Have you set the paper aside for at least 24 hours?
- Have you checked for unnecessary words? Aim to cut 10% of words (sometimes by eliminating whole sentences).
- Have you used words that best convey your meaning?
- Have you checked each sentence for structure, grammar and punctuation errors? The best way to find sentence-level errors is to read the paper aloud, starting with the last sentence of the paper and ending with the first.
- Have you looked for the errors you tend to make? If you know you tend to make a certain error (e.g., comma splice), read the paper aloud (and backwards), looking only for those specific errors.
- Have you used verb tenses accurately and consistently?
- Have you checked for unclear pronoun references (e.g., *it*, *they*)?
- Have you checked to make sure that your subjects and verbs agree (e.g., *they believe* not *they believes*)?
- Have you checked to make sure you haven't referred to a collective noun with a plural pronoun? For example, *government* always takes the singular pronoun *it*, not *they*.
- Have you used spell check but remembered to override differences (such as the Canadian spelling *centre*)?
- Have you checked your citations to make sure that they are correct and consistent? Have you included the page number in your citations for quotations? Have you checked your reference list for errors?
- Have you met the requirements for form, length and references?

