|  |
| --- |
| **Checklists for Editing Your Paper**  |

1. **Writing Style**
* Have you made the relationship among various parts of the paper transparent?
* Have you used appropriate transitional devices to support the flow of argument from one paragraph to another?
* Have you written in a concise way, without extraneous words that distract from the meaning?
* Is your writing precise and clear, without vague pronouns or jargon that may distract and confuse the reader?
* Have you used appropriate structuring skills to link the various components of the argument (i.e., paragraphs) to one another?
* Have you chosen consistent and appropriate verb tenses within various sections of the paper?
* Does your sentence structure support clarity and precision of meaning?
* Is there agreement between subjects and verbs, nouns and pronouns?
* Have you carefully placed modifiers close to the word they modify?
* Have you cordoned off nonessential clauses with commas, where appropriate, so they do not dilute the main message of each sentence?
* Are you using parallel construction, voice, and verb tense within each sentence?
* Have you double-checked for Canadian spelling and for words that are spelled correctly, but used incorrectly? Although APA privileges American spelling, professional writing style should reflect the context and target audience.
* Does your use of punctuation enhance the flow of meaning in your writing?
* Have you overused or underused certain types of punctuation?
* Does your stylistic use and formatting (e.g., use of italics, bold, hyphens) of individual words reflect the guidelines in the APA manual?
1. **Citations and References**
* Have you added appropriate citations for each key point and subpoint in your argument?
* Have you listed the sources in each cluster of citations in alphabetical order?
* Is your format for each citation accurate?
* Have you removed the date from repeat citations within the text of individual paragraphs?
* Have you accurately presented quotations given in the paper?
* Have you included page or paragraph numbers to indicate exactly the source of each quotation?
* Have you correctly block-formatted lengthy quotations? Check the current APA manual for the applicable word count.
* Do all of your in-text citations have matching entries in your reference list?
* Does each of your references contain full and accurate information?
* Do the DOI and URL links function to take readers to the appropriate source?
1. **Formatting Your Paper**
* Do your margins and font size reflect APA standards?
* Is your title page accurately formatted?
* Have you placed an appropriate running head on each page?
* Are each of your pages numbered using APA format?
* Have you double-spaced the entire paper?
* Have you deleted unnecessary white space between headings and paragraphs?
* Have you indented paragraphs, text in lists, and block quotations accurately?
* Have you placed your references on a separate page?
* Have you double-spaced each reference entry and used a hanging indent?