

# EDITING AN ESSAY

Before you submit your essay assignment, use the following list to check the accuracy and clarity of your writing

## Structure

- Does the introduction clearly state the topic and what will be covered? Is there a thesis statement?
- Do the paragraphs contain topic sentences that refer to the thesis stated in the introduction?
- If you read only the topic sentence of each paragraph, does the structure of the whole piece become clear?
- Are the links between paragraphs and ideas clear?
- Does your conclusion answer the question and sum up the argument?

## Topic

Have you answered the question?

- Check your plan against the original question.
- Compare the finished assignment with the plan. Does it follow the plan?
- Have you provided enough evidence and detail to support your ideas?
- Is your content accurate, detailed and concise?

## Argument

Is your argument clearly stated in the introduction?

- Is your argument thorough and logical?
- Is your argument supported by appropriate evidence?

## Unity and coherence

Is there a logical flow within each paragraph?

- Does every sentence in the paragraph relate to the topic sentence?
- Do you use appropriate linking words? (e.g. firstly, however, therefore)
- Are key terms clearly defined, consistent and clear?
- Are relationships between ideas clear?

## Referencing

Are your sources referenced in the correct style?

- Are all the sources cited in the text included in your reference list/ bibliography?
- Are your references in the correct order? (alphabetical - Harvard & APA; order of appearance –footnote)
- Are all the bibliographic details provided? (author, date, titles, publisher, place)
- Do you have enough references?
- Are your sources reliable, current and appropriate?
- Are paraphrases worded differently enough from the original source?

## Language and grammar

Have you checked for errors in spelling, punctuation and sentence structure?

Source: Germov, J. (1996). *Get great marks in your essays*. St Leonards, NSW: Allen and Unwin.