Revising and Editing

Organization

Paragraphs

Sentences

For the entire paper

1. Check organization of paper
   - make outline from topic sentence of each paragraph
   - check flow/organization

For each paragraph

2. Paragraph organization
   - write topic of each sentence in margin
   - does order make sense?
   - do all sentences follow topic?
   - transitions

3. Concision
   - make text concise
   - delete anything unnecessary

4. Precision
   - make text precise
   - no vague statements
   - add specifics

5. For each sentence
   Grammar
   Spelling
   Word Choice

6. Now read the whole paper slowly and appraisingly.

adapted from Schultz 2009