Editing and Proofreading Checklist: (essays and reports)

Content and Structure

Introduction - Have you:

- ✓ addressed all aspects of the question?
- ✓ included a clear focus statement (purpose)?
- ✓ engaged the reader with the topic/issue?
- ✓ previewed the structure?
- ✓ indicated any scope (context)?
- ✓ included an abstract an executive summary (reports)?

Body paragraphs -Have you:

- ✓ organized the assignment appropriately into paragraphs?
- ✓ made sure each paragraph stays focused on helping to answer the question?
- ✓ included a clear topic sentence (main point) in each paragraph?
- ✓ justified your arguments with relevant sources and examples from the case study?

Conclusion - Have you:

- ✓ restated the focus of the essay?
- ✓ summarised the main points of the essay?
- ✓ been careful not to discuss any new information or evidence in this section?

Style
- ✓ Is your tone, language and style appropriate for your discipline and task? e.g. 3rd person for a formal essay "the paramedic would assess…" or 1st person for a reflection "I would assess…"

Sources - Have you:

- ✓ used current and authoritative sources? For example peer reviewed journal articles, textbooks or reliable websites.
- ✓ referenced correctly following the guides on the library website? https://www.usq.edu.au/library/referencing
- ✓ included enough references of a sufficient variety to support your discussion?

Word choice - Have you:

- ✓ chosen your words carefully, e.g. included discipline terminology, excluded casual language or expressions.
- ✓ written concisely and avoided repetition of ideas or unnecessary words
- ✓ included transition (linking) words to create flow through your assignment?

Grammar, Punctuation and Spelling - Are your sentences:

- ✓ complete? Read out aloud to check
- ✓ too long or lacking punctuation?
- ✓ grammatically correct? (check subjects and verbs agree)
- ✓ Is all the spelling correct? https://lor.usq.edu.au/usq/integ/gen/d9285dfa-c34b-4af0-96f1-7799a123c26a/0/?attachment.uuid=11b359f1-1c9c-4f6e-b2ab-77ebb3345d7e

Formatting
- ✓ Have you followed faculty guidelines for formatting and word limits (+/ - 10%)