

Revising and editing: it's more than knowing where to put the commas

Content-Development	Organization	Design-Graphics	Style	Convention
Is the point of the paper explicitly stated in a thesis and/or executive summary?	Does the order of information follow the reader's logic, how he expects the points to unfold?	Are section divisions used to set apart the main parts?	Is the word choice appropriate for the audience and purpose?	Does the paper follow the conventions for the type of document it is?
3 2 1	3 2 1	3 2 1	3 2 1	3 2 1
Is the importance of this topic (and to whom) clearly developed?	Does each paragraph have a clearly stated point, usually a topic sentence?	Are all headings informative?	Is the tone/level of formality appropriate?	Are sources integrated and cited correctly?
3 2 1	3 2 1	3 2 1	3 2 1	3 2 1
Are the supporting points clearly stated?	Are paragraphs connected, usually through transitions?	Are the most important points and/or complex information represented visually?	Does the sentence structure work for the context?	Are conventions of punctuation, grammar, and usage applied correctly?
3 2 1	3 2 1	3 2 1	3 2 1	3 2 1
Does each point strengthen the thesis/main idea?		Is typography used to set off important points?		
3 2 1		3 2 1		
Is each supporting point fully explained with ample detail?				
3 2 1				

Helpful Resource: University Writing Center <http://writingcenter.tamu.edu/c/composing-process/editing-revising-proofreading/>.

