







Study Skills: Editing Checklist

Content 	Do the sources show varied perspectives (theorists, practitioners) and mediums (books, journals, websites, exhibitions)?	<input type="checkbox"/>
	Are all the sources used reliable? Use the CRAAP checklist to assess sources.	<input type="checkbox"/>
	Has overuse of quotation been prevented?	<input type="checkbox"/>
	Have you shown your understanding of the evidence by commenting? See the Example phrases for commenting	<input type="checkbox"/>
Structure 	Is the information logically structured? Use sign-post words and phrases to aid transition and guide the reader.	<input type="checkbox"/>
	Do paragraphs follow a clear structure of Point, Evidence, Comment, Conclude? See the paragraph diagram .	<input type="checkbox"/>
	Does the conclusion summarise the key findings and avoid new information? See the introductions & conclusions page .	<input type="checkbox"/>
Style, Punctuation & Grammar 	Is the writing free from slang, clichés ('in this day and age'), abbreviations (e.g. or etc.) and contractions (such as can't)?	<input type="checkbox"/>
	Does the writing avoid wordiness and unnecessary adverbs such as 'very', 'really' and 'basically'?	<input type="checkbox"/>
	Have you avoided all typos and spelling mistakes? Remember to avoid American spellings (ending with -ize, -yze, -or).	<input type="checkbox"/>
	Have you checked the grammar and punctuation? Recap your understanding on Bristol University's grammar pages . Input your writing into Grammarly .	<input type="checkbox"/>
Formatting & Referencing 	Have sources been cited correctly within the writing? Example of an in-text citation: (Gregory, 2019, p. 1).	<input type="checkbox"/>
	Does referencing follow the NUA Harvard style? See the Library's Quick Guide .	<input type="checkbox"/>
	Have all images been included correctly? Captions should include Figure number: author/creator, <i>Title in Italics</i> , year See the full guidance from NUA Library: Referencing Images .	<input type="checkbox"/>
	Are longer quotations (usually ones of more than 2/3 lines) indented from the margin?	<input type="checkbox"/>
	Does the text use correct formatting? Usually, 11-point sans serif fonts and 1.5 line spaced.	<input type="checkbox"/>