

CHECKLIST: EDITING THE FINAL DRAFT

1. Remove slang, contractions, "text" spelling, and abbreviations. DONE

2. Remove first or second person (*I* or *you*) references. DONE

3. Ensure that quotes and evidence are introduced, explained, and integrated, not just dropped in randomly. DONE

4. Make sure quoted, paraphrased, and factual information is appropriately referenced using the relevant format (usually MLA format, but check with the person who assigned the task). DONE

5. Clearly show the relationship between and among ideas using appropriate and varied transition words and phrases. DONE

6. Use accurate punctuation to show the relationship between and among ideas. DONE

7. Replace imprecise words with precise vocabulary. Eliminate *thing, stuff, very, always, never, sort of, a lot, etc.* DONE

8. Confirm that verb tenses are consistent within the timeframe(s) being addressed. DONE

9. Check that all singular and plural subjects agree with their verbs. DONE

10. Spell all words correctly: look specifically at *their, there*, and *they're*; *to, too*, and *two*; and *it's* and *its*. DONE

11. Make sure the title communicates the thesis. DONE