

Revising the Final Draft

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Re-checking the Title

Examine the title of your research paper. Answer these questions honestly. If you answer NO to any of the questions, rewrite your title. If you are not sure about the answer to any of these questions, re-read **Writing the first draft**.

YES NO 1. Does the title of the research paper limit the topic, focusing the reader's attention on a narrow, specific aspect of a larger topic?

YES NO 2. Does the title suggest a pattern of development, revealing the paper's organizational pattern?

YES NO 3. Is the title grammatically correct? Are all of the word forms correct?

YES NO 4. Is the title a phrase rather than a complete sentence?

YES NO 5. Is the capitalization of the title correct?

YES NO 6. Is the title centered at the top of the first page of text?

YES NO 7. Have you made a mistake by underlining or putting the title inside quotation marks?

YES NO 8. Is every word in the title spelled correctly?

Re-checking the Thesis Statement

Examine the thesis statement of your research paper. Answer these questions honestly. If you answer NO to any of the questions, revise your thesis statement. If you are not sure about the answer to any of these questions, re-read **Writing the First Draft**.

YES NO 1. Does the thesis statement PASS?

YES NO Is it **P**recise

YES NO Is it **A**rguable

YES NO Is it **S**ignificant

YES NO Is it **S**upportable?

YES NO 2. Is your thesis statement an idea rather than a fact?

YES NO 3. Does the thesis statement appear at the end of the introduction?

YES NO 4. Does the thesis statement avoid giving preachy advice or condemning a situation?

YES NO 5. Is the thesis statement a complete sentence?

YES NO 6. Does the thesis statement suggest a pattern of development?

YES NO 7. Is the thesis statement grammatically correct? Are the word forms correct? Do the subject and verb agree? Is the sentence structure correct? Are all necessary articles included? Is the parallelism complete?

YES NO 8. Is every word in the thesis statement spelled correctly?

Re-checking the Outline

Examine the outline of your research paper. Answer these questions honestly. If you answer NO to any of the questions revise your outline. If you are not sure about the answer to any of these questions, re-read **Organizing Ideas in a Working Outline**.

YES NO 1. Is the title of the research paper centered on the first line of the outline?

YES NO 2. Does the thesis statement appear as a complete sentence under the title?

YES NO 3. Does the thesis statement come after the words *Thesis statement*?

YES NO 4. Are all major divisions of the outline written in phrases?

YES NO 5. Is the first word of each phrase capitalized?

YES NO 6. If you have a I, do you have a II? Does every A have a B? Is every 1 followed by a 2?

YES NO 7. Is each outline division number or letter followed by a period?

YES NO 8. Are all major ideas and points of support included in the outline?

YES NO 9. Are all parallel divisions spaced the same distance from the left margin?

YES NO 10. Within major divisions, are all structures grammatically parallel?

YES NO 11. Did you avoid including the introduction and conclusion in the outline?

YES NO 12. Is the outline double-spaced?

YES NO 13. Is every word in the outline spelled correctly?

Re-checking the Introduction

Examine the introduction of your research paper. Answer these questions honestly. If you answer NO to any of the questions, rewrite your introduction. If you are not sure about the answer to any of these questions, re-read **Writing the First Draft**.

YES NO 1. Does the introduction have a Hook?

YES NO Does the Hook attract the reader's attention?

YES NO Does the Hook use any of the effective Hook suggestions, such as opening with a question or a series of questions, providing surprising information, supplying memorable quotations related to the topic, or discussing the opposing viewpoint?

YES NO 2. Does the introduction have a Line?

YES NO Does the Line provide additional information?

YES NO Does the Line use any of the effective Line suggestions, such as providing background information, definitions, a comparison or contrast to something familiar to the reader, specific examples, or opposing viewpoints?

YES NO After reading the Line, should the reader be able to guess what the research paper is going to discuss?

YES NO Does the Line avoid narrating personal or humorous experiences?

YES NO Does the Line avoid stating obvious information, such as "There are a lot of people in the world."

YES NO Does the Line avoid listing facts that prove the thesis statement to be correct?

YES NO 3. Does the introduction have a sinker?

YES NO Is the Sinker an idea, not a fact?

YES NO Is the Sinker argumentative?

YES NO Does the Sinker introduce the subject of the paper in general terms, not in specific detail?

YES NO Does the Sinker limit the broad topic found in the Hook and Line to a single, limited topic?

YES NO Is the writer's point of view very clearly stated in the Sinker?

YES NO Does the Sinker hint at a controlling idea, or pattern of development?

YES NO Is the Sinker grammatically correct? Are the word forms correct? Do all of the subjects and verbs agree? Is the sentence structure correct? Are all necessary articles included? Is it punctuated correctly? Is the parallelism complete?

YES NO Is every word in the Sinker spelled correctly?

YES NO 4. Does the introduction avoid discussing the process of writing a research paper with phrases such as "I am going to discuss," "In this paper you will read about," "I plan to prove to you that," "I will limit my discussion to," or "I am sure that you will agree with me when I say?"

YES NO 5. Does the introduction avoid using the word *you*, unless it is in a direct quotation?

YES NO 6. Does the introduction set the tone for the research paper by using formal English, avoiding all use of slang or informal grammar?

YES NO 7. Is the introduction grammatically correct? Are there any mistakes in agreement, capitalization, article usage, punctuation, word forms, sentence structure, or missing words?

YES NO 8. Is every word in the introduction spelled correctly?

Re-checking the Topic Sentences

Examine the topic sentences of your research paper. Answer these questions honestly. If you answer NO to any of the questions, rewrite your topic sentences. If you are not sure about the answer to any of these questions, re-read **Writing the First Draft**.

YES NO 1. Does each body paragraph have a clearly stated topic sentence?

YES NO 2. Does the topic sentence of each body paragraph appear in the first or second sentence of the paragraph?

YES NO 3. Is each topic sentence PRECISE?

YES NO Does the topic sentence **P**resent the single, limited main idea of the paragraph?

YES NO Does the topic sentence **R**elate to the thesis statement?

YES NO Does the topic sentence **E**xpress the writer's point of view?

YES NO Does the topic sentence **C**ontrol the content of the paragraph?

YES NO Does the topic sentence **I**dentify the connection between paragraphs?

YES NO Does the topic sentence **S**uggest how the paragraph will be developed?

YES NO Does the topic sentence **E**xpress the writer's tone?

YES NO 4. Is each topic sentence grammatically correct? Are there any mistakes in agreement, capitalization, article usage, punctuation, word forms, sentence structure, or missing words?

YES NO 5. Is every word in each topic sentence spelled correctly?

Re-checking the Organization of Body Paragraphs

Examine the organization of the body paragraphs in your research paper. Answer these questions honestly. If you answer NO to any of the questions, revise your body paragraphs. If you are not sure about the answer to any of these questions, re-read **Writing the First Draft**.

YES NO 1. Do the body paragraphs have an acceptable topic sentence?

YES NO 2. Do the body paragraphs either support the validity of the thesis statement or explain why the opposing viewpoint is wrong?

YES NO 3. Does each body paragraph connect to the previous paragraph?

YES NO 4. Does each body paragraph connect the sentences together with appropriate connectors, correlatives, or transitions?

YES NO 5. Does each body paragraph have enough supporting evidence to convince the reader that the idea in the topic sentence is logical and true?

YES NO 6. Does each body paragraph have more than ten sentences?

YES NO 7. Is the supporting evidence in each body paragraph introduced with appropriate reporting verbs?

YES NO 8. Are all of the direct quotations in the body paragraphs properly cited and punctuated?

YES NO 9. Are all of the paraphrases in the body paragraphs properly cited and punctuated?

YES NO 10. Are all of the summaries in the body paragraphs properly cited and punctuated?

YES NO 11. Have mistakes involving grammar been avoided?

YES NO Are there any errors in sentence structure?

YES NO Are there any errors in punctuation?

YES NO Are there any errors in capitalization?

YES NO Are there any errors in verb form, voice, or tense?

YES NO Are there any errors in conditional forms?

YES NO Are there any errors in causative forms?

- YES NO Are there any errors in agreement?
 YES NO Are there any errors in singular and plural nouns?
- YES NO Are there any errors in modals?
 YES NO Are there any errors in pronouns?
 YES NO Are there any errors in dependent clauses?
 YES NO Are there any errors in reduced clauses?
 YES NO Are there any errors in word form?
 YES NO Are there any errors in adjective placement or form?
- YES NO Are there any errors in infinitives, gerunds, or participles?
 YES NO Are there any errors in spelling?
- YES NO 12. Is the first sentence of each body paragraph indented?

Re-checking the Transitional Flow

Examine the connectors in your research paper. Answer these questions honestly. If you answer NO to any of the questions, revise your research paper. If you are not sure about the answer to any of these questions, re-read **Writing the First Draft**.

- YES NO 1. Are coordinators (FANBOYS) used correctly?
- YES NO Is the meaning of the coordinator correct?
 and = additional information
 but, yet = contrasting information
 so = reason or result
 for = cause
 or = choice
 nor = negative choice
- YES NO Are the coordinators used between grammatically equal structures (parallel parts of speech or grammar)?
- YES NO When used between two complete sentences, does a comma appear in front of the coordinator?
- YES NO Between two complete sentences, does an inverted sentence order appear after *nor*?
- YES NO 2. Are correlatives (both/and, either/or, not only/also, neither/nor) used correctly?
- YES NO Is the meaning of the correlative correct?
 Both/and= additional information

information Not only/ but also = additional

Either/or = choice

Neither/nor = negative choice

YES NO Are the correlatives used between two grammatically equal structures?

YES NO When used between two complete sentences, does a comma appear in front of the second half of the correlative?

YES NO Does inverted word order appear after *neither, nor,* and *not only*?

YES NO 3. Are key words and expressions used appropriately for different types of development?

YES NO 4. Is the punctuation for the key words and expressions correct?

YES NO 5. Are transitions between paragraphs and within paragraphs used correctly?

YES NO Is the meaning of the transition correct? Are the correct words used to show additional information, to illustrate cause/effect/result, to strengthen emphasis, to give an example, to show a comparison or contrast, to change time or subjects, and to introduce a summary?

YES NO Depending on the transition's placement, is the punctuation correct?

YES NO 6. Are all of the connecting devices spelled correctly?

Re-checking the Sources

Examine the sources that are cited in your research paper. Answer these questions honestly. If you answer NO to any of the questions, revise your research paper. If you are not sure about the answer to any of these questions, re-read **Writing the First Draft**.

YES NO 1. Is the source cited every time a direct quotation is used?

YES NO 2. Is the source cited every time a paraphrase is used?

YES NO 3. Is the source cited every time a fact that is not common knowledge is used?

YES NO 4. Is the source cited every time a secondary source is referred to?

YES NO 5. Is the source cited every time key words and phrases borrowed from another author are used?

YES NO 6. Have you avoided citing commonly-known information, scientific or mathematical facts, general information from a dictionary, or statistics that can be found in a wide variety of places?

YES NO 7. Is every direct quotation copied accurately?

YES NO 8. Is every source chosen carefully so that it contributes to the validity of your paper?

YES NO 9. Is every source introduced with appropriate reporting verbs?

YES NO 10. Is every word in cited material spelled correctly?

Re-checking the Conclusion

Examine the conclusion of your research paper. Answer these questions honestly. If you answer NO to any of the questions, revise your conclusion. If you are not sure about the answer to any of these questions, re-read **Writing the First Draft**.

YES NO 1. Does the conclusion have a signal word to identify it as a conclusion?

YES NO 2. Is the thesis statement restated, not copied exactly, in the conclusion?

YES NO 3. Does the conclusion summarize the main supporting ideas of the thesis statement?

YES NO 4. Does the conclusion emphasize the writer's point of view about the topic?

YES NO 5. Is the conclusion more than one sentence?

YES NO 6. Does the conclusion avoid introducing new information?

YES NO 7. Does the conclusion avoid arguments against the thesis statement?

YES NO 8. Does the conclusion avoid suggesting that the reader should also conduct research on the topic?

YES NO 9. Is every word in the conclusion spelled correctly?

Re-checking Paper Length and Word Count

Examine the research paper assignment again. Answer these questions honestly. If you answer NO to any of the questions, revise your research paper. If you are not sure about the answer to any of these questions, contact your instructor.

YES NO 1. After counting the number of pages of text (not counting the title page, outline, or reference page) do you have enough pages to meet the minimum number of pages required by the assignment?

YES NO 2. After counting the number of pages of text (not counting the title page, outline, or reference page) have you avoided over-extending the maximum number of pages required by the assignment?

YES NO 3. After checking the word count of the text (not counting the title page, outline, or reference page) by highlighting the text, clicking on Tools, and then clicking on word count,
do you have enough words to meet the minimum number of words required by the assignment?

YES NO 4. After checking the word count of the text (not counting the title page, outline, or reference page) by highlighting the text, clicking on Tools, and then clicking on word count,
have you avoided having an excessive number of words required by the assignment?