



## Revising and Editing Your Paper

Revising and editing go hand-in-hand and are critical steps in preparing your paper for submission. *Revision* is focusing on your paper as a whole by making substantial changes to your paper (i.e., moving paragraphs around, cutting unnecessary information, adding transitions, etc.). *Editing* is focusing on sentence-level issues (i.e., cleaning up spelling, punctuation, and grammar errors).

These phases take time so be sure to plan accordingly. It's recommended that you set your completed draft aside for a few days and then come back to it to make revisions. This will help give you a fresh perspective.

Here are some questions to ask yourself during the revision phase:

- 1 *Does the paper meet the central purpose of this assignment?*
- 2 *Is the [thesis statement clear and focused](#)?*
- 3 *Does each paragraph support the thesis of the paper?*
- 4 *Are there any paragraphs that would be served better moving to a different location in the paper?*
- 5 *Are there any sentences or paragraphs that do not further the purpose of your paper or are off topic that could be cut?*
- 6 *Are there areas in your paper that are vague or unclear?*
- 7 *Are there paragraphs that need further development (i.e., more examples, stronger scholarly support, supporting details, etc.)?*
- 8 *Are there clear and smooth transitions connecting the main ideas of the paper?*
- 9 *Are the paragraphs cohesive to help with the overall flow and organization of the paper?*

During the revision process, you may find that you have to delete sections of your paper or re-write them completely. Don't be discouraged - every writer has to revise and edit his or her work. Taking the time to look at your paper with a critical eye will help ensure that you submit your best work.