

CHECKLIST FOR WRITING & EDITING ASSIGNMENTS

Understanding the question

- What kind of assignment is it? (e.g. essay, research report, case study, reflective journal, law case notes)
- What is the topic? Can I explain the topic in one statement?
- What do I have to do? (e.g. discuss, summarise, critically analyse, compare)
- Do I understand the assessment marking criteria?

Structure

- Does my faculty recommend a particular structure for my assignment?
- Does the introduction provide my thesis statement (main argument) and a summary of what I will discuss?
- Does the body of my assignment:
 - link together well between sentences and paragraphs?
 - provide clear headings? (Headings are generally used in reports, not in essays)
 - provide clearly structured paragraphs?
 - One main idea for each paragraph
 - Clear topic sentences (usually the first sentence)
 - Other sentences that support the topic sentence (elaborate, explain, give examples)
- Does the conclusion of my assignment link back to the topic area/question?
- Does it summarise what I have said and re-state my thesis statement?

Content

- Are there enough ideas to answer the question fully? Could anything be added?
- Are all the ideas relevant to the assignment question?
- Have I taken a position? Can I justify it with examples and evidence from my reading?
- Have I demonstrated a critical approach in my writing? (Is this relevant? Is this important? Is this valid?)

Reading/Referencing

- Are the sources that support my ideas current, relevant and reliable? Are they academic?
- Am I able to use more than one source to support some of my ideas?
- Are in-text references correctly provided using appropriate referencing style? (e.g. Harvard UTS, APA, Footnote)
- Is a complete reference list or bibliography provided?
- Are all the in-text citations included in the reference list?

For referencing conventions and use of EndNote/Refworks go to:

<http://www.lib.uts.edu.au/help/referencing>

Academic style

- Have I chosen formal vocabulary? (e.g. *lots of* = a considerable amount; *bad* = unfavourable; *stay the same* = stabilise)
- Have I used an appropriate academic style?
 - Avoid the use of contractions (e.g. *don't/do not*)
 - Avoid over-use of 'etc.'
 - How certain do I want to be? (e.g. *It is certain that...* / *It appears certain that...* / *It is possible that...*)
 - Avoid the use of personal language (e.g. *Everybody knows...* = *It is generally accepted...* / *I think that...* = *It is likely that...*)

Grammar & vocabulary

- Does my writing make sense when I read it aloud (to someone else)?
- Have I used any incomplete sentences? (e.g. *Because the study is limited.*)
- Have I used correct and consistent verb tenses?
- Is there subject-verb agreement? (e.g. *the studies show/the study shows*)
- Have I used singular/plural forms correctly? (e.g. *study/studies*)
- Have I checked word forms? (e.g. *study* (noun); *studied* (verb); *studying* (noun or verb))
- Have I varied my vocabulary to avoid being repetitive? (e.g. *The research shows that...* / *It also shows...* / *It reveals...*)

Proofreading

- Have I checked for typing, spelling and punctuation errors?
 - See the punctuation guide at: <https://www.uts.edu.au/current-students/support/helps/self-help-resources/grammar/punctuation>
- Have I used the correct spacing, margin, font size and other presentation requirements?
- Has the word limit matched the assignment requirements?

Writing guides and online self-help assistance

Various UTS faculties have guides to help you with your writing at: <https://studyguides.lib.uts.edu.au/>

For more online assistance with your writing, go to HELPS: <https://www.uts.edu.au/current-students/support/helps/writing-support>

Or the Study Skills section: <https://www.uts.edu.au/current-students/support/academic-support/study-skills>