Editing a Research Paper Checklist

www.grammarist.com

Revision Checklist

- ☐ Does the research paper meet the requirements of the academic institution?

- ☐ Does the introduction provide enough background to your research topic?

- ☐ Is there a clear plan and organization for the journal article?

- ☐ Does the research paper have a clear objective and finding? Is the main idea clear to the readers?

- ☐ Has the editor considered possible objections to the research paper?

- ☐ Can the sentences be understood with just one reading?

- ☐ Are there clear transitions between ideas?

- ☐ Is every sentence related to the main idea of the research paper?

- ☐ Are the sources credible?

- ☐ Are there signal phrases and context for every information provided?

- [ ] Has the writer properly acknowledged all sources, including paraphrases and quotes?
- [ ] Is the research paper written with the academic audience in mind?
- [ ] Do the parts of the research paper have a parallel structure?

Line Editing Checklist

- [ ] Do the sentences follow the correct word choice?
- [ ] Has the writer clearly described the clear picture in mind?
- [ ] Are there misused metaphors in the sentences?
- [ ] Does every sentence use the proper tone for academic writing?
- [ ] Are the unnecessary words with little impact eliminated?
- [ ] Are cliches eliminated?

Copy Editing Checklist

- [ ] Are the citation styles appropriate and consistent?

- [ ] Did the copy editor fix the spelling errors and typos?

- [ ] Are the errors in grammar eliminated?

- [ ] Are the spelling and punctuation symbols used consistently?

- [ ] Are the run-on sentences eliminated?

- [ ] Do the sentences flow smoothly?

- [ ] Did the copy editor remove run-on sentences, fragments, and comma splices?

- [ ] Are punctuation marks adequately used?

- [ ] Did the copy editor perform a light fact-check?

Proofreading Checklist

- [ ] Are there remaining typos and grammar errors fixed?

- [ ] Does the research paper follow institution-standard stylistic guidelines?

- [ ] Are proper nouns and discipline-specific terms correctly spelled?

- [ ] Did the editor check the page number, format, and position?

- [ ] Are the chapter title, spacing, and paragraph breaks consistent?

- [ ] Are the tables, graphs, images, and captions adequately formatted?

- [ ] Has the editor prepared the entire research manuscript for submission?