

## Content



- Does your work answer the assessment question?
- Have you checked your work against the marking criteria?
- Is all of the information you have included relevant?
- Have you mentioned the limitations or gaps in what you have covered?

## Structure



- Does your introduction set out a clear overview of your work?
- Have you included a 'thesis statement' in your introduction?
- Are paragraphs organised in a logical order with clear topic sentences?
- Have you included a clear summary and conclusion?

## Clarity



- Have you defined important terminology or jargon?
- Can you simplify any of your language?
- Can you shorten any lengthy or overly-complex sentences?
- If you have used words like 'this' or 'it', is it clear what they refer to?

## Style



- Have you used an appropriately formal tone?
- If you have used the first person ('I', 'we'), have you used it for a reason (i.e. to emphasise your own contribution)?
- Have you avoided abbreviations or contractions (e.g. 'quote', 'can't', 'won't', etc.)

## Punctuation “ ”

- Have you opened and closed all quotation marks ‘ ’, speech marks “ ” and brackets ( )?
- Have you used exclamation marks !! or ellipses...? Get rid of them!
- Have you used apostrophes correctly for possession ('Smith's theory') or contraction? ( 'it's' = 'it is' )?
- Have you used hyphens correctly (for compound adjectives: award-winning; for a range: 200-300; for prefixes: semi-conscious)?

## Spelling



- Have you used a spell checker set to **UK English**?
- If you have used homonyms (words that sound similar but are spelled differently), check that they are correct (e.g. 'their/there'; 'past/passed'; 'affect/effect')
- Have you spelled all proper names correctly? Are you sure?!

## Numbers



- Have you been **consistent** in spelling out numbers (e.g. using numerals for 1-10 **or** 1-99)
- Have you avoided starting sentences with numerals?
- Have you spelled out ordinal numbers (first, second, third)
- Have been **consistent** with dates? (e.g. '10 February 2020')

## Referencing



- Have you included references for all sources that you have consulted?
- Have you used a method of referencing approved by your department?
- Have you used consistent referencing throughout the whole piece of work?

## Formatting



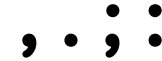
- Have you checked your department's requirements (e.g. font size, spacing, use of headings)?
- Have you used formats consistently throughout your work (e.g. fonts, paragraph indents, use of capitals, bold, italics and underlined text)



## Editing & Proofreading your own work

Plan extra time before your deadline to check your work using this checklist to spot errors and inconsistencies.

## Grammar



- Have you included over-long sentences that are confusing for your reader to follow?
- Have you used verb tense consistently?
- Do your subjects and verbs agree? (e.g. 'Smith has argued'; 'Smith et al. **have** argued')
- Read aloud**: does your use of commas and full stops sound right to you?