**Revision and Editing checklist**

**ARMS (Revision)**

\_\_\_ Add sentences and words: try *adding*

 5 adjectives, 3 adverbs

 2 prepositional phrases

 2 facts or details

\_\_\_\_\_ Remove words or sentences that are unneeded, or excessive information

­­­­\_\_\_\_\_ Move or change placement of words or sentences to where it makes more sense

\_\_\_\_\_Substitute words: forms of “to be” for more active verbs; better word choices

\_\_\_\_\_Reread prompt; check that all parts of the question are answered.

\_\_\_\_\_Supporting evidence is included.

**CUPS (Editing)**

\_\_\_\_\_Capitalize proper nouns, beginnings of sentences, months, days of week, etc.

\_\_\_\_\_Usage: correct verb forms, word order, adjectives v. adverbs

\_\_\_\_\_ Formal style; no first person, don’t address the reader

\_\_\_\_\_Punctuation (especially no exclamation points)

\_\_\_\_\_ Spelling

\_\_\_\_\_ Resolve editing suggestions from other editors

**MLA format**

\_\_\_\_\_ 1” margins

\_\_\_\_\_ 12 pt. font size

\_\_\_\_\_ Double-line spacing (except name block)

\_\_\_\_\_ Traditional font: Times New Roman, Cambria, Courier New, Ariel

\_\_\_\_\_ Last name and page number upper right

\_\_\_\_\_Name, teacher’s name, subject, date due upper left. Single space.

\_\_\_\_\_ Title centered two lines down from name block. Same font size as body, not bolded.

\_\_\_\_\_ Text begins, left alignment, double spaced

\_\_\_\_\_Indent paragraphs or skip lines between paragraphs. DO NOT do both.

**Length and scope**

\_\_\_\_\_ Assigned word length, within 10 %

 \_\_\_\_\_ words or \_\_\_\_\_ pages

\_\_\_\_\_ Includes selection title and author, and/or thesis statement if applicable in introduction.

\_\_\_\_\_Cites line numbers or page numbers within text of paper. Use parenthetical documentation.

\_\_\_\_\_ Works Cited page if more than one source is cited. Single spaced and hanging paragraph style; alphabetical.

**Additional expectations specific to this paper:**

\_\_\_\_\_ Peer edits (\_\_\_\_\_ editors)

\_\_\_\_\_ Academic vocabulary words

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