

Checklist for Editing Doctorate Project Reports

General Purpose Editing

1. Is the purpose clear?
2. Is the paragraphing correct?
3. Do the paragraphs support the major points of the project?
4. Is each paragraph unified and coherent?
5. Are the paragraphs clearly related to one another?
6. Are the sentences varied in structure?
7. Can a sentence be better written? Avoid passive sentences.
8. Is the style too wordy? Avoid long and run-on sentences.
9. Can expressions or words be eliminated?
10. Is punctuation needed to make the meaning clearer?
11. Does any part need to be rewritten for greater clarity?

Editing in Preparation for Publication (Written or Electronic)

1. Compare Table of Contents with headers.
2. Ensure proper header format.
3. Ensure correct margins throughout the paper.
4. Use of color should be conservative and appropriate.
5. Tables and columns are often problems if not properly formatted.
6. Are all words spelled correctly? Ensure your spell check is on. Search for common misspellings or improperly formatted words. Use the *Language of Scouting* as a reference.
7. Ensure footers and page numbering are consistent.
8. Does it read well? Does the topic appear to follow a logical order?
9. Some topics require chronological order.
(Not in order: He became President – He died – He was born)

Save all your work on your computer or make a copy of all your documentation.