**Revising the Research Paper**

**Day 1 Revision—Focus on Content:**

* Do I completely answer my thesis question? Do I cover my topic?
* Do I explain myself well enough?
* Do all of my sentences and paragraphs make sense?
* Do I explain my transitions? In other words, when I move from one idea to the next, do I explain the connection between them?
* Do I give credit to the correct sources for my ideas and facts? Do I use plenty of citations in my paper?
* Do I have between 1,000 and 1,500 words in my paper?

**Day 2 Revision —Focus on Mechanics:**

* Do I use correct grammar?
* Are all of my sentences complete? Do I have any run-on sentences in my paper (more than one independent clause in a sentence without a coordinating conjunction and a comma or a semicolon between them)?
* Do I have any contractions (don’t, can’t, won’t, etc.) in my paper? Change them if you do.
* Do I use the word “you” or “I” in my paper? Change them if you do.
* Do I use proper punctuation?
* Do I spell words correctly? Look them up if you have questions.

**Day 3 Revision —Focus on Format and Style:**

* Do I have 1” margins in my paper?
* Are my lines double-spaced?
* Do I use Calibri, Arial, or Times New Roman font? 11 or 12 pt. size?
* Do I have my full name and page numbers in the top right corner of every page?
* Do I indent the first line of every paragraph ½”?
* Do my sentences flow smoothly when read without sounding awkward?
* I have read my entire report out loud to myself. Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I have had two other people read my paper and give feedback (at least one must be an adult).
	+ Person 1 signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Person 2 signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_