**Revising the Theme Paper**

**Content:**

* Do I completely answer my thesis question? Do I stick to my topic the whole way through?
* Does it use a separate paragraph for each new idea?
* 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 include a page number whenever I reference material from the book? Do I use plenty of citations in my paper?

**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.

**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 a proper heading on my first page?
* Do I indent the first line of every paragraph ½”?
* Do my sentences flow smoothly when read without sounding awkward?