

- Check the paper for colloquial or slang phrases that will take away from the academic tone of your paper. Also be aware of using gender-neutral language, and substitute neutral words for masculine ones (for example, humanity for mankind, etc.)

Checking Organization:

- Make sure you follow your thesis throughout your paper and that your thesis is clearly stated in your introduction. An unclear or incomplete thesis will be the downfall of any paper.
- Check your transitions to make sure that your paragraphs logically flow one to the other.
- Check to make sure your paragraphing makes sense. Do not make a new paragraph because the one you are working on seems too long. In fact, many body paragraphs have ten to fourteen sentences. Begin a new paragraph when you begin discussing a new topic, starting with a topic sentence.
- Finally, try to avoid one-sentence paragraphs. Most paragraphs, even transition paragraphs, are at least three sentences long.

Using Present or Past Tenses