Revision Checklist

Article __________________________ Issue Date ______________

☐ Does the article have a catchy headline?
  What is it? ________________________

☐ Does the headline relate well to the article?

☐ Does the first sentence or lead catch the reader’s attention?

☐ Does the first sentence or lead set the tone for the article that follows?

☐ Does the entire article make sense?

☐ Does the article follow an orderly sequence?

☐ Are all sentences complete?

☐ Do individual sentences make sense?

☐ Does the article include good descriptions?

☐ Does the article answer the following questions?
  ☐ Who?
  ☐ What?
  ☐ Where?
  ☐ When?
  ☐ Why?

☐ Does the article have a strong conclusion?

Notes ______________________________

______________________________

Article read and edited by ___________________________ Date ___________________________

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