

Research Report Editing and Review Checklist:

Read	Check for...	Done?
1 st time	Flow <ul style="list-style-type: none"> Do you stop and start? (read aloud) Bits that don't make sense Fragments / unfinished sentences 	
2 nd time	Research Report Structure Does the Abstract <ul style="list-style-type: none"> Describe the background of the study? Outline the methodology (participant details and what they did)? Describe the main findings? Provide a summary statement on value of the research? Does the Introduction <ul style="list-style-type: none"> Introduce the general topic and background of field (set topic into broader context)? Provide a relevant literature review? Outline the aim and rationale of the study undertaken? State your hypotheses? Does the Method <ul style="list-style-type: none"> Describe the participant details? Outline the Materials/Apparatus used? Describe the procedure undertaken for the study? Outline the research design (if required)? Does the Results <ul style="list-style-type: none"> Describe the statistical treatment of the data? Outline the main relevant findings? Provide relevant data to link with findings? Does the Discussion <ul style="list-style-type: none"> Provide a summary of main findings (including statements of support or otherwise for your hypotheses)? Suggest reasons for unexpected findings? Link findings to past research? Describe implications of study? Identify limitations of study? Discuss possible directions for future research? Is your Reference list on a new page after your Discussion and is it formatted according to APA 6 th Edition guidelines?	
3 rd time	Marking Criteria <ul style="list-style-type: none"> Was the question answered? Check each section – where is it attempted? Any pieces missing? Word count? Too long? 	
4 th time	Spelling <ul style="list-style-type: none"> Run a spell check? (remember to use Australian English rather than US) Circle any unusual looking words 	
5 th time	Grammar / Expression <ul style="list-style-type: none"> Do the sentences work? Is there repetition of words / phrases? Do you have any overly long sentences? If so, look how you can break down (1 topic = 1 sentence) Wrong words / structures used? 	

6 th time	Academic Writing Style <ul style="list-style-type: none"> • Is the information presented in each section clear? • Have you used a sufficiently formal tone in your writing? • Is your writing concise? • Paragraph length? Are your paragraphs telling one story (not too long; not too short) • Use of 1st person? Appropriate? 	
7 th time	Use of Evidence / Scholarly Sources <ul style="list-style-type: none"> • Have you provided enough evidence to support your arguments? • Have you used a variety of sources? • Are your sources of a good standard / appropriate /scholarly? 	
8 th time	Referencing <ul style="list-style-type: none"> • Have you included in-text citations to show evidence of your sources? • Is your Reference list formatted correctly according to APA 6th Edition guidelines? 	
9 th time	Formatting <ul style="list-style-type: none"> • Is there a university cover page? • Is there a properly formatted title page? • Is your manuscript formatted according to the Health Group Assignment Formatting Guidelines? 	