Editing your final draft for an assignment

Before you submit any assignment carefully check that you have met the requirements of the task. It is important to do this with enough time to make any necessary changes. For details on task requirements, refer back to your Course Outline, learnonline site, feedback forms or any other assessment information. In general, the following aspects need to be checked:

The assignment task or question
Have you addressed all aspects of the task or question? Refer back to the task instructions and assignment criteria to make sure you have approached the task correctly.

The formatting guidelines
Most lecturers outline how your assignment should look in the task instructions. This can include font size, font style, spacing and word limit. Look in your Course Outline for these. If you can't find these instructions, contact your tutor.

The assignment structure
Have you identified what type of assignment you have to do (e.g., essay, report, etc.) and structured your writing to suit this? Sometimes the structure of the assignment is explained in detail in the Course Outline or other task guidelines, in which case follow these carefully. For example, if you are asked to use headings, then do so.

Organisation of ideas
As a whole, does your assignment read logically from beginning to end? Does this also apply within paragraphs? If you are unsure, read it aloud or ask someone else to read it to you so that you can hear what it sounds like. Look at the guides to paragraph writing and linking words for more information.

Expression and academic style
A well written, polished piece of writing will leave a positive impression on your marker. Check for:
- spelling errors (a spelling mistake might not be picked up by spellcheck and may even change the meaning of your sentence)
- punctuation errors (a lack or overuse of punctuation can make your sentences or ideas unclear)
- non-academic language (have you used formal, academic and discipline-specific language?)
- wordy sentences (a sentence with many words is not necessarily more academic. Aim for clear and concise sentences)
- grammatical errors (this includes choice of vocabulary, tenses and sentence structure)

Referencing
Ensure that you have followed the required referencing conventions for both in-text referencing and your reference list. Check the Course Outline for the referencing style you are required to use.