

Check-list for Revising [1]

- ∇ Can any words, phrases or sentences be deleted without loss of force or meaning (every such unit must earn its place)?
- ∇ Can you replace any long, woolly words with short, pithy ones (for example, require → need, utilize → use)?
- ∇ Are sentences and paragraphs in the best order, or should they be reordered or restructured?
- ∇ Are there any ambiguities or blatantly wrong words (such as *factor* instead of *feature*)?
- ∇ Is there any unnecessary repetition?
- ∇ Can you convert a sentence from the passive to the active voice?
- ∇ Is every claim fully supported?
- ∇ Are the mathematical arguments and equations correct?
- ∇ Is the notation consistent? Can it be simplified or made more logical?
- ∇ Have questions, references and numerical results been copied into the paper correctly?
- ∇ Is due reference made to the work of other authors (beware of “citation amnesia”)?
- ∇ Are equations, results and the reference list properly numbered? Are all the cross-references and the bibliographic citations correct?

[1] Nicholas J. Higham. *Handbook of Writing for the Mathematical Sciences*. Second Edition. Society for Industrial and Applied Mathematics, 1998. 302 pp. ISBN 978-0-898714-20-3, p. 110.