Revision checklist items below cross-reference to The Brief New Century Handbook (4th edition) with marking abbreviations bracketed in [bold italics], followed by relevant chapter(s) and section(s) bracketed in [bold].
All formatting and documentation guidelines follow the MLA Handbook for Writers of Research Papers (7th edition.)

Clarity & Conciseness: passive voice, auxiliary “be” verbs, usage (verbs, nouns, pronouns)

[ PV ] Revise passive voice for active voice. [25g]
Example (passive): The character is described as foolish. Revision (active): The author describes Tartuffe as foolish.

[ be ] Omit auxiliary or helping verbs (unless an ongoing action): is / are, was / were, be / being
Revise or replace with active, concise verbs. [25c]
Example: “The author argues that...” (concise: argues) versus “The author is arguing that...” (wordy: “is arguing”)

[U-V]: Avoid these nonspecific verbs: use / utilize / employ, seem, show, display, exhibit, portray [32]

[U-N]: Avoid these nouns as subjects in sentences: thing(s), the reader, the audience, today
Keep the focus on the author and/or thesis, unless a prompt-specific question about “audience.”

[U-P]: Avoid these pronouns and pronoun adjectives as subjects: I, me (my), you (one, your), we (us, our)
Keep the focus on the author / thesis, unless a prompt-specific personal experience question (“I,” “me”). [5d]

[phrasing / logic]: informal or vague phrasing; reasoning. [36c-f]

Organization & Content

[analysis / develop]: Follow examples with a well-developed discussion, analysis, point, or claim. [7h]

[ex]: Introduce and document appropriate examples and evidence - see MLA and PS below. [10, 12]

[combine]: Subordinate and coordinate sentences. Do not begin with conjunctions or conjunctive adverbs. [33]

[MLA]: Paraphrase and parenthetically document examples and evidence according to the MLA Handbook.
Parenthetically document all textbook references to prose by page number and poetry by line number(s).
Avoid quotes (paraphrase and cite), and check for plagiarism. [10, 12]

[P/¶]: Paragraph length (4 to 7 sentences on average). [5f]

[PS]: Do not write long plot summaries. Support your analysis with brief documented paraphrases. [1, 10]

[thesis]: Define the thesis clearly, according to the textbook prompt. [6]

Basic Grammar & Punctuation

[AGR]: Agreement between subject-verb / pronoun-antecedent. [26, 24]

Punctuation: [c or no c]: commas, [sc or no sc]: semi-colons, [a or no a]: apostrophes, [p]: periods,
[h]: hyphens, [qm]: quotation marks, [col]: colons, [cap or no cap]: capitalize. [39-45]

Sentences: [FRAG]: Fragments, [RO]: Run-on sentences, [CS]: Comma splices. [28, 29]

[SENSE]: Basic grammar and sentence structure – subject-predicate, etc. [23-25, 30-31]

[sp]: Spelling [49]