

Quick Editing Worksheet

This worksheet and edited draft essay must be turned in with the final paper submission of the author.

Banner ID of author: _____

Banner ID of editor: _____

Instructions: First, read the paper once, marking any grammatical or clarity errors you find. Then, go back through the paper, addressing the following questions:

1. Does the paper satisfy the anonymity and formatting guidelines?

- Times New Roman, size 12 font, double spaced, 1" margins.
- Each page should include: a page number, author's Banner ID number.
- Author's name or identifying information should **not** appear anywhere
- No cover page, bindings, or sleeves. Staple in the left hand upper corner.
- No statements revealing author's gender, race, or nationality.

_____ If YES, check here

OR

If NO, explain below what needs to be corrected:

2. Are there are paragraph breaks that mark breaks and transitions in thoughts?

_____ If YES, check here

OR

If NO, explain below how to improve this aspect of the paper:

3. Is there is an appropriate bibliography and are all quotations and references cited?

_____ If YES, check here

OR

If NO, explain below what needs to be corrected;

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4. Is there is a clear thesis that is responsive to the prompt?

_____ If YES, check here

OR

If NO, explain here what about the thesis is unclear or unresponsive:

5. Is there is a concise introduction that includes the thesis?

_____ If YES, check here

OR

If NO, explain here what author can do to improve the introduction:

6. Is there is an appropriately strong conclusion?

_____ If YES, check here

OR

If NO, explain here what author can do to improve the conclusion:

7. Below, address any other aspect of the paper that you think the author might be able to improve: