

Editor's Name: _____

Author's Name: _____

Research Paper Checklist: Peer Editing

Research Paper Checklist

Author Check	Peer Check	Description
Points	(20)	Title Page
		Header Visible with Student's Last name, space and page number: Choose "Insert" and then "Header," for page number again choose "insert" page #
		Heading: Student's First and Last Name Upper Left Hand Corner
		Teacher's Name
		English Class
		Date written in MLA Format February 15, 2013
		Title Centered: No Bold or Italics. All Important Words Capitalized.
		Whole Text is Double-Spaced, Times New Roman, Size 12
		Margins are set at 1 inch
Points	(135)	RESEARCH PAPER CONTENT
		Introduction with attention getter
		Clear Thesis Statement: NEED TO BE UNDERLINED
		Transitions between each paragraph (initially, for example, furthermore, additionally, similarly, however, ultimately, etc.)
		Correct MLA Citations for every fact (Brown 7) or (Computers) or (Jones Interview). No commas or # symbols. Period is AFTER citation!
		If a fact is a direct quote, quotations are used. There are no more than 5 direct quotations in the entire paper.
		Facts are summarized by student and have parenthetical citation.
		Topic sentence that introduces the main focus of each paragraph.
		The paper is not just a list of facts but has a natural "flow" of information.
		There is a logical and organized progression of ideas in the paper.
		Paper maintains academic/formal tone. Avoid statements like, "People who disagree with this are morons!"
		The paper does not use I, you, we, our.
		The paper does not contain contractions (For example, can't, won't, couldn't, isn't, etc.,).
		The paper does not contain any words in bold or CAPS
		Conclusion restates the thesis AND provides a powerful, thought-provoking statement for the reader concerning the topic.
		Standard: Student has 5-6 Complete Pages (Not including outline or works cited page).
Points	(45)	WORKS CITED
		Works Cited Title is Centered and starts on a new page; the page is double-spaced. There are no extra spaces between the entries.
		Entries are alphabetical in order
		Citations begin flush to the left. The second line of any entry is indented.
		Minimum 5 Sources are listed on the Works Cited. Correct MLA format
		All five sources were used with a parenthetical citation (Brown 7) at least once in the paper.
		The sources include at least one print (book) sources and a total of five sources. All sources are credible (no Wikipedia, Blogs, EHow,

Editor's Name: _____

Author's Name: _____

		About.com, general encyclopedias, web pages without credentials, etc.). Use the databases!
		The dates are in the correct format. February 15, 2013
		All book, magazine, and web page titles are in italics and NOT UNDERLINED Titles of web page articles are in quotation marks.
		Hyperlinks for web pages are provided
		There are appropriate periods/commas between the information and spaces between the periods. All periods go inside the quotation marks.
		All parenthetical citations (Brown 8) used within the paper can clearly be found on the Works Cited page.
Deductions	Per 2 errors	GRAMMAR and MECHANICS: This is where individuals lose points to cause them to fail!!! Check paper for errors!
		Correct subject/verb agreement. "Individuals have many choices" instead of "individuals has many choices."
		Correct capitalization and punctuation-Commas and periods go INSIDE quotation marks!
		Correct style and diction for a formal paper: Avoids <i>a lot</i> (use many), double negatives, <i>it's like...you know...kinda...kind of</i> , <i>tons of</i> , contractions, etc. Do not use EXCLAMATION MARKS, you will be "yelling" at your reader!
		Avoids run-ons Examples: I was very tired, I took a nap. (Needs a conjunction!) I was very tired so I took a nap. (Needs a comma!) I was very tired I took a nap. (Needs a period, semicolon, or comma and conjunction.)
		Avoids fragments Examples: Like how mechanics change tires. (Remove <i>Like How</i>). Which is why the job market is very difficult. (Don't start sentences with <i>like, which, so, but, because, and and</i>) During the 17 th century. (Finish this introductory phrase)
		Avoids spelling and usage errors. (<i>their, there, they're, too, to, our, are</i>)
		Correct application of varied sentence structures: Appositives, participial, absolute, prepositional, adjectives and adverb phrases.

Automatic Failure if Any of the following items occurs:

_____ Does not meet the minimum page requirement (5 FULL pages and no more than 6 pages. Not including Works Cited)

_____ Does not follow the required settings: Times New Roman, Size 12 font, Double-spaced, 1 inch margins.

_____ Plagiarism is found in paper (double-check your paper for plagiarism)

_____ Does not use at least FIVE sources in the Works Cited and those FIVE sources are used and cited within the paper at least once.

_____ Does not contain at least ONE print sources (book, newspaper, or magazine).