**RESEARCH Rough Draft Editing Checklist**

**Author Instructions:** Have TWO people edit your paper. Remember – you need to find people you trust to give you GOOD feedback that will improve your paper.

**Editor Instructions:**  For each item below, read and make sure it is correct in the paper. If an item is correct, INITIAL on the line. If an item needs work, either comment on here or directly on the paper.

 **R1 R2**

**Introduction:**

\_\_\_\_\_ \_\_\_\_\_ Hook – is there a question? If so, get rid of it. It should be an anecdote that sets up the topic, a quotation, or something else to capture the reader’s attention.

\_\_\_\_\_ \_\_\_\_\_ If the hook is a quotation, there is a clear parenthetical citation that includes the author’s last name (or title if there is no author) and page number (if found in a book).

\_\_\_\_\_ \_\_\_\_\_ At least 2 – 3 sentences that introduce the basics of the topic and prepare the audience for the thesis; sentences are not focused on the author’s opinion necessarily but include basic facts about the general topic that the audience needs to know to understand the author’s point of view.

\_\_\_\_\_ \_\_\_\_\_ No broad, sweeping statements that cannot be proven (“Everyone knows that…”, “we need to see 100% improvement on…”, “This is necessary for the survival of humanity” or anything else that is too over the top).

\_\_\_\_\_ \_\_\_\_\_ Thesis – This should be the last sentence of the introduction. It should include the topic, the author’s opinion, and the two main reasons the author is using to prove his/her opinion.

**Body Paragraph One – Your Weaker Argument**

**Argument:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_ \_\_\_\_\_ Topic sentence directly relates to one of the two reasons given in the thesis; gives reason to support your opinion/thesis

\_\_\_\_\_ \_\_\_\_\_ Supporting quotation is a fact (not an opinion) and relates directly to the reason given in the topic sentence; includes citation (author’s last name OR title if no author)

\_\_\_\_\_ \_\_\_\_\_ Two sentences explaining how that quotation proves your reason and your thesis

\_\_\_\_\_ \_\_\_\_\_ Transition to 2nd point (can be “another reason is…” or something similar)

\_\_\_\_\_ \_\_\_\_\_ 2nd Supporting quotation is a fact (not an opinion) and relates directly to the reason given in the topic sentence; includes citation (author’s last name OR title if no author)

\_\_\_\_\_ \_\_\_\_\_ Two sentences explaining how that quotation proves your reason and your thesis

\_\_\_\_\_ \_\_\_\_\_ There’s a conclusion sentence that includes both examples and wraps up the paragraph

\_\_\_\_\_ \_\_\_\_\_ Transition to next paragraph needs to be a complete sentence (While the extracurricular activities at North Gwinnett are by far superior to those of other schools in the area, the true indicator that North Gwinnett is the best high school is its tradition of academic excellence.)

\_\_\_\_\_ \_\_\_\_\_ NO questions, contractions, “I”, “YOU” OR “WE” USED (unless in the direct quotation)

\_\_\_\_\_ \_\_\_\_\_ Both examples/quotations relate to the argument listed above and help to prove the thesis

\_\_\_\_\_ \_\_\_\_\_ BOTH citations are correct: “Quotation” (Lee 55).

**Body Paragraph Two – Your Stronger Argument**

**Argument:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_ \_\_\_\_\_ Topic sentence directly relates to one of the two reasons given in the thesis; gives reason to support your opinion/thesis

\_\_\_\_\_ \_\_\_\_\_ Supporting quotation is a fact (not an opinion) and relates directly to the reason given in the topic sentence; includes citation (author’s last name OR title if no author)

\_\_\_\_\_ \_\_\_\_\_ Two sentences explaining how that quotation proves your reason and your thesis

\_\_\_\_\_ \_\_\_\_\_ Transition to 2nd point (can be “another reason is…” or something similar)

\_\_\_\_\_ \_\_\_\_\_ 2nd Supporting quotation is a fact (not an opinion) and relates directly to the reason given in the topic sentence; includes citation (author’s last name OR title if no author)

\_\_\_\_\_ \_\_\_\_\_ Two sentences explaining how that quotation proves your reason and your thesis

\_\_\_\_\_ \_\_\_\_\_ There’s a conclusion sentence that includes both examples and wraps up the paragraph

\_\_\_\_\_ \_\_\_\_\_ NO questions, contractions, “I”, “YOU” OR “WE” USED (unless in the direct quotation)

\_\_\_\_\_ \_\_\_\_\_ Both examples/quotations relate to the argument listed above and help to prove the thesis

\_\_\_\_\_ \_\_\_\_\_ BOTH citations are correct: “Quotation” (Lee 55).

**Conclusion:**

\_\_\_\_\_ \_\_\_\_\_ Re-state your thesis more strongly than in your introduction. At this point, you should assume that you have proven your opinion well and people SHOULD agree with you.

\_\_\_\_\_ \_\_\_\_\_ 2 -3 sentences summing up the two main reasons you’ve based your body paragraphs on

\_\_\_\_\_ \_\_\_\_\_ Last sentence is one of the most important in the paper! It should focus on what you want readers to think or act upon after hearing your argument. Leave them thinking!

\_\_\_\_\_ \_\_\_\_\_ NO NEW OR UNRELATED STATEMENTS

\_\_\_\_\_ \_\_\_\_\_ NO questions, contractions, “I”, “YOU” OR “WE” USED

**Grammar:**

\_\_\_\_\_ \_\_\_\_\_ Look for any run-on sentences or fragments

\_\_\_\_\_ \_\_\_\_\_ Check for pronoun/antecedent agreement – are there any parts that are unclear?

\_\_\_\_\_ \_\_\_\_\_ Check for any subjects and verbs that do not agree based on gender and number

**Formatting:**

\_\_\_\_\_ \_\_\_\_\_ Is the entire paper double-spaced?

\_\_\_\_\_ \_\_\_\_\_ Are there extra spaces between paragraphs? If so, get rid of them!

\_\_\_\_\_ \_\_\_\_\_ Is the spacing the same between each line?

\_\_\_\_\_ \_\_\_\_\_ Does the header (top right) have the last name and page number on EVERY page?

\_\_\_\_\_ \_\_\_\_\_ Does the heading (top left) follow the format we’ve used in class?

\_\_\_\_\_ \_\_\_\_\_ Is there a tab/indention before each new paragraph?

\_\_\_\_\_ \_\_\_\_\_ Is the title centered? For the title, only the novel’s title should be italicized. Your own words should be normal text.

**Proofreading for Content**

1. Are there any areas where you are left with questions? If so, mark them on the paper.

2. What did you like most about the paper?

3. What could be improved in this paper?

CONTENT PROOFREADER’S SIGNATURE

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