

## 12A Research Paper: Editing Checklist

Complete the assigned task PRIOR to completing each section of the checklist. Then, for each of the following statements, place a check mark when each is observed/achieved. If it is not observed in the paper, put N/O.

### CONTENT

#### INTRODUCTION:

**Task: Underline/Highlight your Hook. Circle/Highlight (in a different color) your thesis statement.**

\_\_\_\_\_ Hook is catchy. It includes an interesting quote, anecdote (personal, relevant story), colorful example, startling statement, presentation of opposing views, statistics, definition, or universal statement.

\_\_\_\_\_ Includes BRIEF overview/introduction to topic

\_\_\_\_\_ Thesis Statement includes: Topic + position + three supporting reasons

\_\_\_\_\_ Thesis statement is last sentence of introduction

#### PROBLEM:

**Task: Highlight topic sentence (what's the paragraph going to be talking about). Circle transition words.**

\_\_\_\_\_ Presents background information – informs reader about the problem

\_\_\_\_\_ Explains why this is seen as being a problem

\_\_\_\_\_ Explains what caused or led to the problem

\_\_\_\_\_ Explains its effects and why it is an issue that needs to be solved

#### BODY PARAGRAPHS:

**Task: Highlight topic sentence (what's the paragraph going to be talking about). Circle transition words.**

\_\_\_\_\_ Provides 3 convincing reasons to support his/her position on the issue

\_\_\_\_\_ Solutions: Explains how are other people and/or organizations solve this problem by using four kinds of evidence: statistics, research, expert testimony, and examples.

\_\_\_\_\_ Last body paragraph is the "best solution"

\_\_\_\_\_ Explains how the proposed "best solution" solve the problem

\_\_\_\_\_ Writer uses voice and does not seem like the sources are beginning to take over the paper

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## CONCLUSION:

**Task: Highlight re-stated thesis. Circle transition words.**

- \_\_\_\_\_ Reminds reader of key points, benefits to solution, or remind of problem's significance
- \_\_\_\_\_ Warn readers about future effects if no solution is offered
- \_\_\_\_\_ Conclusion motivate to take action or at least think seriously about the issue at hand

## MLA REQUIREMENTS

### IN TEXT CITATIONS:

**Task: Put a box around ALL quotations, paraphrases, and summaries in the paper. Number your in text citations with the corresponding citation in the Work Cited page.**

**\*\*This step is VERY important. You want to make sure that credit is given when credit is due to avoid plagiarism!**

\_\_\_\_\_ Look at the in-text citations within the paper. EACH in-text citation include the author's last name and page number OR the title and the page number

\_\_\_\_\_ If the writer starts with a lead-in that includes the name of the author, the author's name does not appear again in the in-text citation.

\_\_\_\_\_ No commas that appear within the parentheses of the citation or a p. or word "page" or something other than what should appear here

\_\_\_\_\_ For all titles that are located within parentheses in the in-text citations, it is verified on the Works Cited page that there are no authors for these sources. If there IS an author, the last name is used instead of the title.

\_\_\_\_\_ If titles are within the parentheses, it is either in quotations or italicized according to the type of source it is. (articles/short works = "quotation marks," books/long works = *italicized*)

\_\_\_\_\_ If the writer is quoting directly, the punctuation looks like this: "Blah, blah, blah" (Smith 24).

\_\_\_\_\_ Whether the person is summarizing or paraphrasing, no quotation marks should be present, but the in-text citation **ex: (Smith)** is still there

\_\_\_\_\_ When summarizing or paraphrasing, it's clear where the summarized or paraphrased material begins because a lead-in (ex: According to...) is used and then the citation. If it sounds like someone else and there is no citation, **THE PROBLEM WAS FIXED**

\_\_\_\_\_ **NO** direct quotations that are more than four typed lines. If there are, one is okay and it must be in block quotation format. If this happens more than once, the information is paraphrased/summarized.

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\_\_\_\_\_ Sources flow smoothly in the paper and good lead-ins are used

### **WORKS CITED PAGE:**

\_\_\_\_\_ At least five sources listed on the Works Cited page (more if you used more in the paper)

\_\_\_\_\_ Citations in alphabetical order

\_\_\_\_\_ Hanging indentation used for entries that are more than one line

\_\_\_\_\_ The entire Works Cited page double-spaced

\_\_\_\_\_ At the top of the Works Cited page, you should see the words "Works Cited." Make sure the title of the Works Cited page is centered and that it is not underlined or in quotes. Also make sure *only* those two words are in the title.

### **FORMAT**

\_\_\_\_\_ The last name and page number appear in the top right hand corner of every page including the Works Cited page, but EXCLUDING cover page

\_\_\_\_\_ Cover page includes title, name, course, and date

\_\_\_\_\_ The paper meets the minimum length requirement (including an introduction paragraph, problem paragraph, three-chunk body paragraphs with 2 possible solutions and the best solution, and a conclusion paragraph)

\_\_\_\_\_ Entire paper double-spaced (including the heading) and ONLY double-spaced in font 12, Times New Roman.

### **GRAMMAR/MECHANICS/USAGE**

**Task: Cross out the personal pronouns or any use of "I believe" or "In my opinion."**

\_\_\_\_\_ The paper is free of spelling errors

\_\_\_\_\_ COMPLETE sentences (no fragments, dependent clauses, or run-ons) **Tip: Reading paper out loud is the single best way to catch errors and nonsensical sentences!**

\_\_\_\_\_ NO dead words, slang, clichés, or contractions. There shouldn't be unless they appear in direct quotations.

\_\_\_\_\_ NO personal pronoun reference to "I", "we", "my". There shouldn't be, but may have placed "one" instead (may or may not work as a substitute).