

Peer Editing Sheet/Checklist

If possible, use a pencil for editing and commenting on the essay.

If anything from the checklist is **missing, unclear, or underdeveloped**, make comments in the margins of the essay you are editing.

- Introduction: (check all that apply)
 - Inviting
 - Interesting
 - Includes context: provides the information the reader will need to understand the topic and how it relates to the Capstone project.
 - Includes a clear thesis statement that details the paper's purpose
 - Comments:

- Body Paragraph One: (check all that apply)
 - Clear topic sentence that relates with thesis
 - Contains at least one specific citation
What type? Circle one:
 - Short direct quote
 - Long quote
 - Paraphrase
 - Citation is correctly formatted, punctuated, etc. See attached sheet.
 - Contains effective analysis/explanation - tells the reader what is significant or important about the information.
 - Clear closing sentence
 - Comments:

Editor's Name:

Research Paper Author's Name:

- Body Paragraph Two: (check all that apply)
 - Clear topic sentence that relates with thesis
 - Contains at least one specific citation
What type? Circle one:
 - Short direct quote
 - Long quote
 - Paraphrase
 - Citation is correctly formatted, punctuated, etc. See attached sheet.
 - Contains effective analysis/explanation - tells the reader what is significant or important about the information.
 - Clear closing sentence
 - Comments:

Any source information that you provide in-text must correspond to the source information on the Works Cited page. More specifically, whatever signal word or phrase you provide to your readers in the text, must be the first thing that appears on the left-hand margin of the corresponding entry in the Works Cited List.

- Body Paragraph Three: (check all that apply)
 - Clear topic sentence that relates with thesis
 - Contains at least one specific citation
 - What type? Circle one:
 - Short direct quote
 - Long quote
 - Paraphrase
 - Citation is correctly formatted, punctuated, etc. See attached sheet.
 - Contains effective analysis/explanation - tells the reader what is significant or important about the information.
 - Clear closing sentence
 - Comments:

- Body Paragraph Four [if applicable]: (check all that apply)
 - Clear topic sentence that relates with thesis
 - Contains at least one specific citation
 - What type? Circle one:
 - Short direct quote
 - Long quote
 - Paraphrase
 - Citation is correctly formatted, punctuated, etc. See attached sheet.
 - Contains effective analysis/explanation - tells the reader what is significant or important about the information.
 - Clear closing sentence
 - Comments:

- Body Paragraph Five [if applicable]: (check all that apply)
 - Clear topic sentence that relates with thesis
 - Contains at least one specific citation
 - What type? Circle one:
 - Short direct quote
 - Long quote
 - Paraphrase
 - Citation is correctly formatted, punctuated, etc. See attached sheet.
 - Contains effective analysis/explanation - tells the reader what is significant or important about the information.
 - Clear closing sentence
 - Comments:

- **Body Paragraph Six [if applicable]: (check all that apply)**
 - Clear topic sentence that relates with thesis
 - Contains at least one specific citation
 - What type? Circle one:
 - Short direct quote
 - Long quote
 - Paraphrase
 - Citation is correctly formatted, punctuated, etc. See attached sheet.
 - Contains effective analysis/explanation - tells the reader what is significant or important about the information.
 - Clear closing sentence
 - Comments:

- **Body Paragraph Seven [if applicable]: (check all that apply)**
 - Clear topic sentence that relates with thesis
 - Contains at least one specific citation
 - What type? Circle one:
 - Short direct quote
 - Long quote
 - Paraphrase
 - Citation is correctly formatted, punctuated, etc. See attached sheet.
 - Contains effective analysis/explanation - tells the reader what is significant or important about the information.
 - Clear closing sentence
 - Comments:

- **Body Paragraph Eight [if applicable]: (check all that apply)**
 - Clear topic sentence that relates with thesis
 - Contains at least one specific citation
 - What type? Circle one:
 - Short direct quote
 - Long quote
 - Paraphrase
 - Citation is correctly formatted, punctuated, etc. See attached sheet.
 - Contains effective analysis/explanation - tells the reader what is significant or important about the information.
 - Clear closing sentence
 - Comments:

- Conclusion: (check all that apply)
 - Refers back to the Thesis statement - clearly reworded
 - Briefly summarizes main points with fresh wording (not redundant)
 - Makes connections for the reader.
 - Clear, interesting, thought-provoking ending.
 - Comments:

- Works Cited: (check all that apply)

- Titled "Works Cited"
- Alphabetized
- Proper MLA format:
- Double-spaced
- Second and subsequent lines of citations indented by 0.5 inches to create a hanging indent.
- Online sources include URL's
- There is at least ONE non-internet source
- Comments:

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Overall perception of paper:

Recommendations: