

Proposal Essay 2: Peer Edit Guide
Composition II

WRITER:

EDITOR:

APA Format: Did your writer set up his or her paper according to APA format? Note any issues next to the APA component. I have changed these requirements to reflect the 7th edition of APA, but I will accept the formatting we used earlier this semester when we were following APA 6th. Go back to links on Monday, March 30 for more detail and an example.

Overall formatting:

- _____ Times New Roman 12 font
- _____ Indent all new paragraphs
- _____ Double spaced with no extra spaces between paragraphs/when you press “enter” EVERYWHERE

Cover page

- _____ Bolded, center title, about ½ way down the page
- _____ Your name, below the title
- _____ Your institution, below your name
- _____ Course name, below your institution
- _____ Instructor’s name, below the course name
- _____ Date of submission, below the instructor’s name
- _____ Page number in the upper, right-hand corner in the margin

Abstract

- _____ Center, bolded header: **Abstract**
- _____ Paragraph is not indented
- _____ Keywords indented and following APA format
- _____ Header continues with just a page number (no running header!!!!)

Body of the Paper (i.e., your paper)

- _____ Centered bolded headers throughout, starting with title on the first page
- _____ In-text citations: (Mann, 1995, p. 17) or (“Food Deserts,” 2016, para. 19) for all quoted and paraphrased references. **Note missing citations! Missing citations could be a serious problem!**
- _____ Periods after in-text citations of short quotations and paraphrased materials if they end the sentence
- _____ No comma at the end of a direct quotation (before the in-text citation)
- _____ Format long quotations (40+ words) correctly: colon, block indent, no quotation marks, period before in-text citations
- _____ Integrate short and long quotations: introduce source, signal phrase, edit quotation, discuss significance

- _____ No quotations at the end of a paragraph (always discuss!)
- _____ Follow formatting for table or figure: number, title, note, reference
- _____ Treat table or figure like a quotation: sensible placement in the paper, integrate into your writing

References page

- _____ Title centered and bolded: **References**
- _____ Alphabetical order by author's last name or first important word of the title
- _____ Hanging indent
- _____ Follow APA format for each type of source, number of authors, etc.
- _____ Watch the details: sentence case v. title case, period and comma placement, italics,
- _____ Still double spaced with no extra spaces

Organization: Does your writer use the following sections to organize his or her paper? As you read through the paper, note any sections that don't seem complete or adequate, or any other issues you see.

- _____ Introduction
- _____ History or background section
- _____ Current situation (may be incorporated into problem section)
- _____ Problem
- _____ Solution
- _____ Conclusion
- _____ References
- _____ Placement of visual (table or figure) within any of these sections
- _____ Each section begins with a meaningful, bolded, centered header

Persuasive Elements: The paper is persuasive in purpose, so double check the following points for persuasive language and elements.

- _____ Hook in the introduction
- _____ Addressing the opposition at key points
- _____ Visualization of the solution in action
- _____ Call to action
- _____ Powerful last sentence

Research + Development: The essays should employ significant research to support the writer's viewpoints and ideas. Check his or her paper for the following research components.

- _____ Does the history/background section employ research or is it vague generalizations and comments?

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- _____ Can you see how the information provided in the history/background section helps support the writer's arguments about problems and solutions? In other words, is it helpful background?
- _____ Does the problem section include facts, figures, examples, quotations, etc., that help establish the presence of the problem?
- _____ Is this section organized to make it clear and easy to see the problem(s)?
- _____ Does the solution section include facts, figures, examples, quotations, etc., that help establish that the solution is feasible?
- _____ Does the writer directly refer back to the problem section to make clear connections between the solution(s) and the problem(s)?
- _____ Does the writer address the opposition at appropriate times? Write "opposition" in the margins wherever you see this happen (usually problem, solution, or conclusion). Write any opposing questions/thoughts you think the writer should address in the margins where that should be developed.
- _____ Does the writer use at least 5 sources? Check in-text citations. Remember, 5 is minimum, not the ideal number of sources.
- _____ Does the writer include one each of the following types sources? Check the reference page.
 - BOOK
 - HISTORICAL/PRIMARY SOURCE
 - SCHOLARLY ARTICLE (sometimes found online, sometimes through a database)
 - WEBSITE
 - VISUAL (table or figure)
- _____ Does the writer use the visual (refer back to it)?

Formal Writing + Editing: Even though you are writing persuasively, your papers should still have a formal tone and show an understanding of your academic audience and forum. Review your writer's paper for the following issues.

- _____ Casual language (use of *you* or *we*, slangy word choice, cliché phrases)
- _____ Redundant modifiers + empty intensifiers (the color blue + extremely violent)
- _____ Biased or unethical language
- _____ Short appositive phrases with unnecessary commas
- _____ Any mechanics, usage, grammar, or spelling errors
- _____ Awkward and wordy constructions
- _____ Vague constructions like dummy subjects
- _____ Comma splices and unnecessary commas