**Survey Of Lit, Rough Draft Reviewer’s Checklist:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Reviewer’s Name: Gilbert Condon | Author’s name: Aidan Hopper | |
| **+ / -** | Component: | Reviewer’s comments: | |
| / | 1. About 6-9 pages, double spaced. How many pages? | 4 | N |
| + | 1. Appropriate point size. What’s the font and point size? | 12 | 0 |
| + | 1. Cover page with title, contact info, date, and other required info. See format required in posted slides. |  | Y |
| + | 1. Header and Running Head on cover page. What is the running head? Shows on all pages? |  | Y |
| + | 1. Table of Contents with page numbers and all necessary and appropriate headings as specified in lab instructions. How many headings and subheadings are there? | 8 headings/subheadings | Y |
| + | 1. TOC Missing elements: abstract(ignore), introduction, narrative, conclusion, references |  | 0 |
| + | 1. Paper Missing elements: abstract(ignore), introduction, narrative, conclusion, references |  | 0 |
|  | 1. Keywords; are they defined?(goes with abstract, ignore) |  |  |
| - | 1. Page breaks | 229 | N |
| + | 1. Reference list has only citations, no annotations |  |  |
| + | 1. References alphabetized |  | Y |
| + | 1. References have last name, first initial |  | Y |
| + | 1. Coherent, clear in meeting requirements, and self-explanatory. | Y | |
| + | 1. What is the topic? | How open source affects cs | |
| + | 1. What happens when you Update Table of Contents? | Nothing | |
| + | 1. Paper is organized into sections with headings. Give Heading 1 section names. | Y | |
| + | 1. Introduction | Y | |
| + | 1. Narrative - Writing is focused and thorough. Is it divided into subheadings?   Contains specifics, not just generalizations. | Divided into subsections and contains specifics. | |
| + | 1. Narrative organized topically or chronologically. Which is it? | Y. Organized topically. | |
| + | 1. Conclusions. Does it have a heading? | y | |
| / | 1. Reference list (citations); n >=10, appropriately formatted. | 3 references | |
|  | 1. Optional appendix. | n/a | |
| + | 1. Grammar, punctuation, and word usage is appropriate | y | |
| + | 1. Written in the third person | Y | |
| - | 1. Graphics: at least 1, captioned and referred to in the text of the document. Where is the first reference to the graphic in the text? What does the graphic refer to? | N | |
| + | 1. Contains in-text citations. | 0 | |
| + | 1. Page numbers; what’s the total count? | 6 | |

**Key: + = ok as is / = needs some work - = could use more work or missing**