

1. **Refer back to rough draft** for additional comments and corrections.
2. Double space, please
3. **Content**-This represents the big-picture ideas.
4. Did you address the questions with sufficient answers? If you make a claim, do you support it with sound reasoning? This all represents the question, "What am I saying?"
5. Make more concise
6. Add more detail or information
7. Double check details and specifics
8. Reader does not need this level of detail.
9. Info should be moved to another part of your document.
10. Is there a clear overarching topic sentence for the paper?
11. HOLD
12. HOLD
13. **Title**
14. Include
15. Revise
16. Move to near top of section or paragraph
17. Move to near top of document
18. HOLD
19. **Author?** Include or not complete or not identified as the author
20. When using only part of the name, use the last name.
21. HOLD
22. **Type of writing** (summary, memo, resume,...?). Is it clear what this is?
23. Stay third person
24. Can go first person
25. HOLD
26. **Format**
27. Length not appropriate
28. A bit too long
29. A bit too short
30. Sections clearly indicated?
31. Headings
32. Breaks in appropriate places?
33. Clearly marked?
34. Outline
35. Inappropriate; include more content

- 36. Indentations need revising
- 37. Indent this quote
- 38. HOLD
- 39. HOLD

- 40. **Design** - Every document needs to look like it wants to be read.
- 41. Uses clean lines, margins, and spacing
- 42. Different fonts for headings vs. content.
- 43. For ideas, [see this resource from the Visual Communication Guy](#).
- 44. HOLD

- 45. **Paragraph-Level Writing** -This section works towards the organization and structure of the document, providing the "flow" a document needs to be read clearly and quickly.
- 46. Introduction
- 47. Does the first paragraph briefly and expertly explain the purpose of the document?
- 48. Conclusion
- 49. Does the conclusion match the needs of the genre and audience? Does it provide a potential road-map for completion?
- 50. Cohesion and Transitions
- 51. Does the author use transitional [devices](#) and [techniques \(words and phrases\)?](#)
- 52. Does each paragraph have a clear [topic sentence](#)?
- 53. **Structure and Order**
- 54. Is each paragraph limited to [one adequately developed idea](#)? Or is a new paragraph needed?
- 55. Does the order of the paragraphs make sense?
- 56. Is there a logical progression of thought?
- 57. Are there supporting statements?
- 58. HOLD
- 59. HOLD

- 60. **Sentence-Level Writing** -While paragraph-level writing can provide a road-map and provide big-picture clarity, your sentences do the hard work. You can have brilliant, big ideas, but if it takes your reader 3-4 times to read the idea, it becomes problematic. These criteria will help you improve the workhorses of your writing--your sentences.
- 61. Sentence not complete (subject and verb)
- 62. Clarity
- 63. Sentence needs to be restructured for clarity; words may be used inappropriately.
- 64. Words don't agree
- 65. Do the sentences begin with [old information and move towards new information](#)?
- 66. Do the sentences avoid [misplaced or dangling modifiers](#)?
- 67. Are sentences [too wordy](#)?
- 68. Variety in length and structure
- 69. Is there a [combination of short and long sentences](#)?
- 70. Do the sentences begin in different ways?

71. Passive vs. Active Voice
72. Are sentences written in [active voice](#)?
73. If sentences are written in passive voice, is it done [intentionally](#) and appropriately?
74. HOLD
75. HOLD

76. **Word-Level Writing** - If paragraphs are the big picture and sentences are the work horses, words are the brick and mortar of writing. Which words we choose dictate the tone of the document. Words often have powerful meanings--different meanings to different groups as well. It's important to know your audience and what words may appeal or repel them to or from your thinking.
77. Spellcheck
78. Jargon, clichés, or colloquialism
79. Are there any [technical terms](#) irrelevant to the audience?
80. Is important jargon or terms explained?
81. Is the document free of [cliches](#)? Does the writing sound original?
82. Tone
83. Do the words work together to create an [appropriate tone for the audience](#)?
84. Is the tone appropriate for the type of writing?
85. Too direct
86. Too indirect
87. HOLD
88. HOLD

89. **Verbs**
90. Do [subjects and verbs agree](#)?
91. Do verbs remain in a [consistent tense](#)?
92. Does the author use a [variety](#) of [strong](#) verbs?
93. HOLD

94. **Word selection and Use**
95. Redundancy
96. Confused words
97. Wordiness, repetitiveness
98. What does this refer to? Especially with pronouns.
99. Choice of pronouns; agreement with verb or noun
100. Word choice

101. **Grammar/Mechanics-**
102. Grammar and mechanics are like roads--people only notice them when they're falling apart. Your writing needs to be free from errors.

103. Parallelism issue; either words or phrases. Also, sentences within a paragraph should be parallel.
104. Punctuation to add or remove (a – means remove it)
105. Comma
106. Semicolon
107. colon
108. period
109. quotation marks
110. Apostrophe
111. Hyphen
112. Upper/lower case
113. Consistency
114. Font not Universal; not in list provided
115. Smaller font
116. Larger font
117. HOLD
118. HOLD
- 119. Citations**
120. **You need to cite your research—**
121. in-text
122. references at the end
123. check format
124. No slash; explain it
125. HOLD
- 126. Visualizations**
127. Units
128. Blank lines above and below each visualization
129. Caption made with Word captioning tool missing
130. Caption placement (above for tables; below for figures)
131. Caption too long or detailed
132. Caption short; not informative enough
133. Source missing
134. Table of **Figures** not present
135. TOF not done with Word tools
136. TOF not updated
137. TOF no captions showing
138. Table of **Tables** not present
139. TOT not done with Word tool
140. TOT not updated
141. TOT no captions showing
142. Tables inserted before body text (document content) starts.

- 143. Graphic needs to be discussed prior to inserted in the document.
- 144. Clarity of the graphic
- 145. Improper use of spaces and tabs to format; Use alignment tools not spaces, enters, or tabs
- 146. Borders not correct
- 147. Axes labels
- 148. Centering
- 149. Remove excess <enters>
- 150. Move text to fill blank area
- 151. Superscript
- 152. Subscript
- 153. Keep with table
- 154. No blank line(s) here
- 155. Fit to page and/or margins
- 156. Source goes just below graphic (above caption for figures) and is not included in a table, it is below it. Source not in a caption.
- 157. HOLD
- 158. HOLD

159. Cover Letters:

- 160. research doesn't show (or not enough shows) in the letter content
- 161. Classes
- 162. Technical skills
- 163. Keep to one page
- 164. Name
- 165. Where did you hear about it.
- 166. Highlight this; don't bury it.
- 167. Specify
- 168. Make it a link
- 169. Enclosures
- 170. Never put this
- 171. Spell it out
- 172. Spelling
- 173. What comes next?
- 174. Bachelor of Science in Computer Science
- 175. Don't put this here
- 176. New line
- 177. recipient's name and address
- 178. Date
- 179. Use the Block format
- 180. Tell why you are writing this letter
- 181. add some highlights here
- 182. HOLD

183. HOLD

184. Annotated bibliography

185. Who or what are the authors affiliated with now

186. More peer-reviewed sources

187. Alphabetize

188. Annotations a bit short

189. Last name, first initial

190. Check for APA formatting

191. Publisher and location

192. Librarians likely could help you on this

193. Citation not complete

194. City, state if a publisher

195. Hard to tell without annotations or more informative annotations

196. Verify for accuracy

197. Format is Author (year)

198. Rephrase or re-punctuate

199. Italics

200. Use hard enters rather than soft

201. Citation not complete

202. Don't repeat the title

203. HOLD

204. HOLD

205. Survey of Literature

206. Running head needs to be shortened version of the full title

207. Contact info (perhaps email?). Can be fake for our purposes.

208. This does not go in the TOC

209. Missing TOC elements – abstract

210. Missing TOC elements – keywords

211. Missing TOC elements – introduction

212. Missing TOC elements – narrative (can be named differently)

213. Missing TOC elements – conclusion

214. Missing TOC elements – references

215. Missing TOC elements – optional appendix

216. Missing paper elements – abstract

217. Missing paper elements – keywords

218. Missing paper elements – introduction

219. Missing paper elements – narrative (can be named differently)

220. Missing paper elements – conclusion

221. Missing paper elements – references

222. TOC appears to be typed in

- 223. Does not follow the format required
- 224. Don't define; just a list of terms separated by commas and placed just under the abstract
- 225. This needs to be set to a different heading style
- 226. Don't use et al the first time here
- 227. No caps unless a proper noun
- 228. Set heading styles
- 229. Page break
- 230. Subheading
- 231. Spell out
- 232. In-text citation only last name(s) and year; no initials
- 233. have an overall heading for your body then use these as subheadings
- 234. citations only in your reference list; do not include your annotations
- 235. last names only
- 236. This is a bit too much like your annotations put together. You want to synthesize this info; go by topic, or subtopic, or chronologically for each paragraph and use typically multiple references to make your points for that paragraph.
- 237. nice job shortening this but it's a bit too short
- 238. insert a space
- 239. shorten this
- 240. I recommend narrowing down your topic and focusing more on certain aspects of it.
- 241. Visuals must be introduced in text of doc prior to inserting them.
- 242. HOLD
- 243. HOLD

244. Presentations

- 245. Bullet these
- 246. Generally, what will be covered in this presentation?
- 247. Need your ppsx
- 248. Need your pptx
- 249. Rearrange some so graphics are in different places on your slides
- 250. Consider more graphics
- 251. Slide numbers!
- 252. Conclusions
- 253. Your name
- 254. References on 1-2 slides. Ok to include all 10 from Survey.
- 255. Make sure there is some text for the graphics
- 256. Less text on some slides
- 257. HOLD
- 258. HOLD

Procedures

- 259. Some required headings missing
- 260. Use Command voice
- 261. What responses does it give or should be expected
- 262. Power?
- 263. Consider bullets
- 264. Might be better in a different section
- 265. how? move feet? knees? turn at hips?
- 266. Arrows missing
- 267. Decision point with yes/no pathways (possibly a “loop”)
- 268. Use correct shapes – see Handbook and docs posted in Canvas
- 269. HOLD
- 270. HOLD

Annotated bib and LaTeX

- 271. Need to have the word *and* between each author’s name when there are two or more authors.
Do not need to put in commas. It does not need to be italicized.
- 272. Don’t change the file names for the template files, especially not bibtemp.bib.
- 273. Clarify topic
- 274. Statements not questions
- 275. Insert a space
- 276.

Adapted from EJ Stephens, PhD, 2020