**EVALUATION FORM IN RATING THE LANGUAGE EDITOR**

**(To be Accomplished by Student-Clients)**

**Raters/Evaluators: Student-Research Teams**

**Direction.** This form intends to gather feedback on the accomplishment of the language editor in relation to editing and proofreading of your manuscript.

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| **Indicators (The Language Editor….)** | **Yes** | **No** |
| 1. Thoroughly edits the manuscript for lapses in spelling, punctuation and grammar |  |  |
| 1. Verifies questionable facts, including data sources |  |  |
| 1. Informs the research team on issues relating to writing style and format |  |  |
| 1. Reads content well and ensures cohesiveness |  |  |
| 1. Strive to improve the manuscript in all aspects and avoid duplications or plagiarism of any kind by the student research team |  |  |
| 1. Checks bibliographic entries vis-à-vis in-text citations |  |  |
| 1. Follows the newest edition of the APA format |  |  |
| 1. Ensures that all corrections marked by him or her were incorporated in the paper |  |  |
| 1. Checks that both text and content have consistent style and flows well and clearly |  |  |
| 1. Informs the research team about changes or revisions made in the manuscript |  |  |

**Notes for Improvement:**

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**Signature over Printed Name of Student-Proponents:**

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| --- | --- | --- |
| \_\_\_\_${Student1}\_\_\_\_ |  | \_\_\_\_${Student4}\_\_\_\_ |
| \_\_\_\_${Student2}\_\_\_\_ |  | \_\_\_\_\_\_\_${Student5}\_\_ |
| \_\_\_\_${Student3}\_\_\_\_ |  | Date Rated: \_\_­${Date}\_\_\_ |