

HIGH SCHOOL RESEARCH PAPER PERSONAL EDITING CHECKLIST

Thesis/Outline/Paper consistency related topics

- 1) Look at your outline. Now look at your paper. Do they follow the same exact order? They need to.
- 2) Compare your thesis to your actual paper. Does your thesis encompass all the areas about to be covered in your paper? It needs to. Also, is your thesis the last sentence of your introduction- that is where it should be.
- 3) Now, have you talked about any large chunk of information in your paper that wasn't clearly represented in your thesis? If so, adjust your thesis and your outline in the appropriate spots.
- 4) Have you not covered/written about any area that is represented in the outline? If so, take it out of your outline, or, add something to your paper about it in order to keep it on the outline.
- 5) Read your conclusion. Have you restated your thesis and is it in different words? If not, do so now!

Topic Sentence related topics

- 6) Read the first sentence of each and every paragraph. Is it acting as a topic sentence? Does it intro what THAT and only THAT paragraph is going to be about? If not, change it so it sounds more like a topic sentence, clearly informing the reader what the paragraph will be covering. Simple and clear are always helpful in topic sentences.
- 7) Are there things in a paragraph that really don't have anything to do with the topic sentence of its paragraph? If so- take that info out of the paragraph. It does not belong there. Is there another area of the paper where it would belong?

Use of third person related topics

- 8) Skim your paper for the words "you", "your", and "yours". Take them all out (it is second person). Rework the sentence so that it no longer appears. You should not be using any second person in your research paper. (Info in direct quotes are exempt though, since it is someone else's words, or possibly for your very first or very last sentence of you paper (if you are going for effect).
- 9) Slowly skim through your paper for any use of first person. Regularly used words might be "I", "me", "my", "our", "ours", "we", "us", etc. Change out all of these words for third person words. (Info in direct quotes are exempt again).
Note: areas of research paper that can have 1st person/ "I" _____

Words that SHOULDN'T be in your paper topics

- 10) Skim through your paper for contractions (wasn't, isn't, hasn't, they're, can't, etc.). Do not use contractions in formal writing. Change them to be spelled out completely.
- 11) Check your research paper for the use of any slang. Take it out. (ex: "way", "kinda" etc.)
- 12) Pronoun usage- "this", "that", "these", "those" etc....try not to use many of these in your paper. Say what this, that, these, or those are instead.
- 13) Do not use the word "it" anywhere in your paper. Say what it is instead. Quotes are exempt again.

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The use of number related topics

14) Skim your paper for numbers. Numbers 1-99 get spelled out (thirty-eight) and numbers 100 and up use the numeral (138). Exceptions: Bible verse references -Proverbs 3:8- and page numbers within citations (Brown 9).

15) Have you put page numbers on your report? Along with your report, the Outline and Works Cited page DO get page numbers, they just don't count towards your paper page minimum. Do not put a page number on the title page. Place your last name and the page number -Smith 4- in the top right hand corner of the pages listed above (your outline will be page 1).

Citing related topics REMEMBER- CITE ALL paraphrases, summaries, and direct quotes so you are not a plagiarist!!!

16. The period goes after the citation () not before. >>>>> ().

Ex: According to one theologian, "The Bible is one of the most widely read books of all time" (Smith 16).

17. You do not put a comma after a quote, before the citation starts. You do not put any punctuation. The exception would be if the quote had a question mark or exclamation point. If so, you would put that, but you would still put a period after the citation () as well.

Ex: Ponders one theologian, "Do you think that the Bible will remain one of the most widely read books of all time?" (Smith 16).

18. When placing the information inside of a citation, do not put the word "page" and do not put a comma. All you put is the Author's last name from the source, followed by a page number. Remember- a paraphrase or summary will probably have the author's name stated before the information, so the () won't have the name, just the page number.

19. For websites, since they don't have page numbers, or sometimes even authors, you should write in the "Title" of the website in the ().

20. If you use the same source for two citations (or more) in a row, then you may omit the author of the source, and instead just write the page number. For example, (Brown 5) becomes simply (5). If it is an internet source that is being used back to back, you will still need to write the title, since you have no page number to put in. However, once you start citing from another source again, the author's name and page number are both included.

21. Do not start off paragraphs with a citation and do not end paragraphs with a citation. Always begin and end paragraphs with your own words and idea, with topic sentences and concluding sentences.

22. Look at your direct quotes of cited material that you have used. Have you introduced them all? In other words, a sentence doesn't just suddenly jump into a quote, your words lead into it. Ponders one theologian, "Do you think that the Bible will remain one of the most widely read books of all time?" (Smith 16).

23. Now check after all the citations in your paper. Have you talked about that cited sentence (meaning/importance/explanation, etc.) or have you just run off to another sentence that shifts topics None of these sentences need to be cited- since they are your own ideas and words. This is a great way to add length to your paper- and to balance your cited material with your material

24. A summary or paraphrase should introduce the source to let the reader know that these ideas are not your own, but rather, are someone else's. Be sure to refer back to your source as you continue to summarize his/her ideas. Place your source citation at the end of the summary/paraphrase () to make it crystal clear where the ideas of your source ends and your analysis begins. See the example of a summary on the next page (do not use bold in your paper):

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According to Robert J. **Brown's** article, "Martian Hysteria Invades the Radio Industry," the aftermath of Orson Welles' brilliant live radio performance caused the FCC to tighten restrictions on what could be said on the air in an effort to help people know what is real news and what is not. **Brown** continues to discuss the changing role of radio not only as a credible news source, but, furthermore, as a means of manipulating the public. However, despite the various laws that the FCC put into effect, **Brown** claims that society has not grown wiser, but merely older (157-170). As can clearly be seen, it was imperative something be done to help the general public decipher the difference between what is factual and what is merely fictional.

25. A direct quotation is taken directly from a source—word-for-word. When including a direct quotation, be sure to set up your quote to let your reader know where your source comes from, and perhaps, a little bit about your source so that your source appears credible. For example, if you write: Brown writes, "the Martians are coming" (167), then your reader is left wondering *who* Brown is, *where* you found your source, and might even wonder if your source is credible. See an example of how to introduce and insert a direct quotation below:

26. Did you indent quotations that are more than 3 regularly typed lines? Longer quotations are *indented* 2 inches. There are *no* "quotation marks" surrounding the indented quotation because it has been formally set off from the text already. The period falls *before* the citation. All lines should be double-spaced. Keep in mind that for these longer citations (exceeding 3 lines) you will need to spend quite awhile taking about them. Also, when you start talking about your quote, you do not need to indent since you are not starting a new paragraph. For further examples, go to the Diana Hacker website <http://bcs.bedfordstmartins.com/resdoc5e/> and click on the **sample paper** under the **Humanities** link.

27. Check the stuff that is inside of all of the citation parentheses now, and compare it to your Works Cited page. Have you used every source on your Works Cited page in at least once in a citation? If not, you should take it off of your Works Cited page, because you are not really using that source.

28. Cite all statistics.

29. Count how many Citations you have in your paper. Your end paper should contain 15-30 percent cited material. If you don't have enough-add more. If you have too much- start taking some out. A paper that is all citations of research and nothing else is not a good research paper.

Formatting related topics

30. Use black ink. Even website URL's on the works cited page should be in black ink. You might have to manually change these.

31. Use one inch margins on ALL four sides. Only use Times New Roman font, size twelve. Double Space your report. Your Outline will be double spaced. Your Works Cited will be double spaced. Your title page will be double spaced. Oh, and don't place an extra space between paragraphs please.

32. Do not put headings on any page of your actual paper. No "Works Cited" or "Outline".

33. Make sure your Works Cited page follows the correct format of the MLA sheet given to you. Indent the second line or beyond of any source. Also, remember to list your sources in alphabetical order by first letters.

34. Make sure your Outline is in the correct format.

Roman numerals then upper case letter then numbers then lower case letters. Also, don't forget the golden rule of outline, if you have an A, you have to have a B, if you have a 1, you have to have a 2. Outlines should have brief statements, and not full sentences. In fact, other than the period after the things below, you shouldn't have much other punctuation. Because you won't have complete sentences, you won't have end punctuation.

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Spacing-wise, keep everything lined up! Make sure you have expanded at least SOME of the areas of your outline to at least the lowercase level.

I. (roman numeral)

A. (big letter)

1. (number)

a. (little letter)

35. Please follow the MLA title page instructions below. And remember, sometimes you have two teachers.

*For the entire paper—including the title page—use standard-size type (usually 12-point) in a plain font such as Times New Roman or Arial.

*Remember that your title should not be underlined, in bold, oversized, or in a different font. Only first letters of the appropriate words should be capitalized.

*Your title should be very specific, indicating the actual *main point of your paper*, not just its overall topic. (It is often appropriate to use a main title and subtitle, separated by a full colon, as shown in the model below.)

*The date on your paper should be its *due date*, even if the paper is submitted earlier or later.

*Space down 12 spaces (enters) and then begin typing your title page information.

*The date should be written out in full, as shown in the model below.

Ernest Hemmingway: His Life and Style
by
Mike Smith
Presented to Mrs. Coffee
English 12
1 May 2011