***Pre-Editing Checklist***

Please fill out this form while reading a paper. Points will be given for thought put towards responses and the amount of constructive criticism provided. As you read through the body paragraphs, check off each item or answer the question. If any of issues are found in the author’s final copy, your grade might be impacted.

Take one copy of your paper and make a legend on top similar to the one below:

Color #1 = **Direct Quotes**

* Any text that surrounded by quotation marks should be highlighted. This text is word for word from the source. If you find text that is word for word but does not have quotation marks, be sure to go back and make corrections. This color should not take up more than 25% of your total paper.

Color #2 = **Indirect Quotes**

* Any text that has primarily been reworded by you but includes a fact, statistic or detail that is specific, needs to have a citation at the end of the sentence. This information is primarily your own wording. If you find information that needs to give credit to a different source, be sure that a citation is added at the end.

Color #3 = **Your Own Words** or **Citation not needed.**

* This color will primarily be used for your analysis, intro, and conclusion. This color represents your own words or ideas that you came up with. When you find something interesting or unique, you are typically writing in your own words. Any time you are writing something that is your opinion, it will be in this color. However, this color can also be used for information that was so general that you just don’t need to cite it. Typically this general information is going to be in your own words.

Color #4 = **Thesis Statement**

* This color will be used the least amount in your paper. Your thesis statement will likely only be used in the introduction, but could possibly be reworded and used in a body paragraph. The thesis might also appear in the conclusion but in a reworded form.

**Sources Currently Cited:**

Yes or No Sources follow: “ text “ (Author name or Article Title) . period at end