

Student Editor Worksheet

Name of Student Editor _____

Name of Student Author _____

Instructions:

A good editing job results in many suggestions and comments written directly onto the rough draft by the editor. I want to see your many written comments and suggestions on the edited copy. This worksheet should be attached to the top of the edited rough draft. If too many form or usage errors are missed, a student editor might not get full credit for his/her editing effort. The rough draft, with your written comments, should be returned to me. Use the check list below to ensure that your editing job is complete.

Note for the author: All three rough drafts and the paper outline will be turned in along with the final draft of the term paper.

As an editor, you should find and indicate the following:

- ___ the writer is following all of the instructions for this term paper.
- ___ the paper is written in a style appropriate to rigorous mathematics.
- ___ the length is appropriate.
- ___ the spacing is appropriate.
- ___ misspelled words have been identified.
- ___ misused words have been identified.
- ___ incomplete sentences have been identified.
- ___ sentences that are too long and complex have been identified.
- ___ paragraphs with poor or inappropriate structure have been identified.
- ___ places where there is poor "flow" of ideas have been identified
- ___ unclear portions of the paper have been identified.
- ___ "wordy" portions of the paper have been identified.

As an editor, you should focus your attention on how well the written words are communicating with you and with other readers. Can you understand what has been written? Do the ideas flow logically from one to another? Is the writing grammatically correct?

Do provide alternate ways of expressing ideas. Do suggest words or wording that might be more appropriate. Do indicate when a paragraph should be split or when an improved introductory sentence to a paragraph would improve the ability of the paragraph to communicate with the readers.