

Student Editor Worksheet. Math 220, Fall 2014

Name of the Student Editor _____

Name of the Student Author _____

Title¹ _____

Your Title _____

Instructions:

A good editing job results in suggestions and comments written directly on the draft by the editor. I want to see your written comments and suggestions on the edited copy. This worksheet should be attached to the top of the edited draft. If too many language, presentation, or mathematics errors are missed, the editor might not get the full credit for the editing effort. The 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 drafts and the paper outline must be turned in along with the final version of the term paper.

As an editor, you should pay attention to and indicate by **V** on the list below the following:

- ___ the writer follows all instructions for this term paper.
- ___ the paper is written in a rigorous mathematics style.
- ___ 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 with a poor "flow" of ideas have been identified
- ___ unclear portions of the paper have been identified.
- ___ too "long-winded" portions of the paper have been identified.

As an editor, you should focus your attention on how well the written words are communicating the topic to the reader. Can you understand what is written? Do the ideas flow logically from one to another? Is the writing grammatically and stylistically correct?

When needed, provide alternate ways of expressing ideas, suggest wording that might be more appropriate, indicate if a paragraph should be split or when a different introductory sentence to a paragraph would improve the writing. Other types of meaningful suggestions are also welcome.

¹as it appears in the List of Possible Topics