

# Intense Peer Editing: Conventions, Formatting, & Citing Sources

Read through your partner's paper, looking for the following topics. Mark suggested corrections both on this handout as well as directly on your partner's paper.

Writer's name: \_\_\_\_\_ Date: \_\_\_\_\_

Peer Editor's name: \_\_\_\_\_

## HEADING / HEADER

1. Does the Heading follow all MLA formatting guidelines?
2. Is the Title interesting, original, and fitting?
3. Is the Header formatted properly (last name and page number, 12-point Times New Roman font) and used consistently throughout the paper?

## PARENTHETICAL CITATIONS

4. Does a Parenthetical Citation appear (at least) at the end of each Body Paragraph?
5. Does a Parenthetical Citation appear immediately after a direct quotation?
6. Does the Parenthetical Citation have a PERIOD after the closing parenthesis?
7. Is the information in the Parenthetical Citation either *italicized* (title of a website) or "in quotes" (title of an article)?

## PRESENTATION

8. Is the paper at least 3 full pages in length?
9. Is the paper double spaced? Are there any unnecessary gaps (Big Ol' Fat Gap)?
10. Is the paper written in Times New Roman, 12-point font?
11. Does the writer properly indent their paragraphs 5 spaces?
12. Are there standard spaces between paragraphs (not too large)?

## CONVENTIONS

13. Does the paper have any spelling errors? Circle them.
14. Does the paper have any grammatical errors? Circle them.
15. Does the paper have any punctuation errors? Circle them.

TAKE SOME TIME TO PROVIDE SUGGESTIONS TO THE WRITER. WRITE THESE SUGGESTIONS DIRECTLY ON THEIR ROUGH DRAFT. MAKE SURE YOU SIGN YOUR NAME AT THE END OF YOUR SUGGESTIONS.