

# Peer Editing Mini-Checklist

- **Positive Comments:**
  - Word choice:
    - correct use of disciplinary terms
    - clear use of language so that meaning is always obvious rather than confused
    - the tone remains consistent
  - Organization:
    - logic builds nicely and without gaps
    - each paragraph maintains a clear focus
    - quotes are integrated effectively
  - Sentence structure:
    - subject is always clear
    - no awkward verb tenses
    - neither too wordy and complex nor too short and abrupt
  - Opening and closing sentences
    - opening sentence is not vague or contestable
    - the subject of the paragraph is clearly set in first sentence
    - closing sentence achieves—whether in function or in summary—the purpose of the paragraph
    - if thesis sentence: argument is clearly and concisely stated
    - if body paragraph, last line allows for a smooth transition into the following paragraph
- **Suggestions:**
  - Thesis Statement: Is it clearly stated and something that is worthwhile writing about? Is it arguable?
  - Order: offer substitute ways to arrange sentences / argument
  - Ideas: draw attention to ideas not considered
  - Information omitted: specify any details left out
  - Lack of development: identify concepts not clearly defined or fully developed
  - Opposing opinions: ask questions about opposing viewpoints and suggest the author needs to deal with them if do they exist
  - Diction: suggest possible alternative words for overall precision and clarity. Pinpoint cumbersome phrasing (or places where the wording is colloquial rather than formal and academic) and offer a solution
- **Corrections: Make Corrections!**
  - Spelling, Grammar, Punctuation, etc. (hint: check for common errors – its/it/s, incorrect use of the semicolon, apostrophes used to indicate the plural, sentence fragments, run-on sentences.)

