

(Peer) Editing Tools

Follow this guide to help you assess your peers' work, and even your own! Ask lots of questions and be sure to ask first about the kind of feedback that they would like. Use the space on the back of this sheet to note your feedback.

Survey

Surveying will help you interpret details as you read. Look at the title, introduction, headings, images, and conclusion of the text.

What do these tell you about the paper?

Is it formatted correctly with name, course code, date, etc.?

Is the topic/theme clear immediately?

What is missing or what would have helped you approach it?

Analysis

When you have finished reading the paper, look back at the notes that you made and see if any of them have been answered while reading. All the questions that you have can be suggestions for the author. Anything you still don't understand would be a main concern to address.

Keep feedback constructive – don't just say "good" or "needs improvement" – explain what is good (is it the flow of the text? A well-supported argument?) and what needs strengthening (i.e. can you make a stronger transition between these two ideas?).

Use the following categories as a breakdown.

Language

Is the writing clear and understandable?

Are there parts of the essay that are unclear? Underline these sections!

Does the essay contain persuasive language?

Is there a strong use of vocabulary?

Circle 10 nouns, verbs, or adjectives that you think are effective and 10 that are ineffective.

Are there spelling errors?

Proper punctuation? Correct use of periods, commas, colons, etc.

Structure

Is there an introduction?

Does the intro give an outline of what the author is going to talk about?

Does the essay have a clearly organized middle sections, with ideas separated into paragraphs?

Does each paragraph begin with a topic sentence?

Does each paragraph end with a transition sentence, smoothly connecting the ideas of the previous paragraph to the next?

Is there a concluding paragraph?

Is there a bibliography/works cited?

Content

Can you identify a thesis statement? Make a note of it in your own words.

Does the thesis make an arguable claim?

Does the thesis reference their research and/or object?

Does each paragraph end with a transition sentence, smoothly connecting the ideas of the previous paragraph to the next?

Is the research integrated as a smooth transition? It should not read as if it has been dropped in without context.

Does the essay contain evidence to support the claims made?

Flow

Does each paragraph end with a transition sentence, smoothly connecting the ideas of the previous paragraph to the next?

Does the conclusion restate the main points of the essay in a new way and give a sense of completion to the essay?

Is there an effective dialogue between the author's ideas, the research (from class and external), and the chosen object?

NEXT: CITATIONS

Research and Citation

For peers' and your own essays always double check all in-text citations and bibliographical references.

Make sure you are using the correct citation style. OCAD follows MLA, however, some professors ask for APA or Chicago

You can refer to the OCAD Style Guide for guidelines, or see some of the resources available at the WLC.

If you are not sure if a source should be cited... do the citation! It is better to be cited, than to be considered plagiarism.

Citations can be tricky, so do them as you go. When reviewing an essay, make sure dates, names and titles in-text are consistent with the works cited page.

Feedback / Notes

Language

Structure

Content

Flow

Overall Feedback and Suggestions
