

Editing Worksheet for the Cell Biology Term Paper

Name of Student Editor _____ Name of Student Author _____

Instructions: Your job, as a student editor, is to help your colleague write the strongest possible paper. 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 your edited rough draft. The rough draft, with your written comments, should be returned to the author and will be turned in along with the final draft of the term paper. If you do a thorough job of editing two papers, you will earn $5 \times 2 = 10$ points. Use the check list below to ensure that your editing job is complete.

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

- ___ the writer is following all of the detailed instructions for this term paper.
- ___ the paper is written in a style appropriate to serious science.
- ___ the title page is appropriate.
- ___ the length is appropriate.
- ___ all of the required elements are present (title page, section 1, etc).
- ___ the literature citations are appropriate
- ___ the font size is appropriate.
- ___ the margins are appropriate.
- ___ the spacing is appropriate.
- ___ the topic is appropriate.
- ___ the level of the "higher level source" 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.

Do not try to evaluate whether the student's description of what is in Becker et al. and in the "higher level source" is correct. That is for me to determine. 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.