Constant Consideration

These are questions that you should be asking yourself about the paper you are reviewing the whole time

Question	If YES	If NO
Are the in text citations accurate and do they correspond with the citations on the works cited page?	Leave alone	Comment on: citation problem What to comment: tell them what the issue is
Are the in texts citations consistent? Is all information that is not common knowledge parenthetically cited?	Leave alone	Comment on: citation inconsistency/need for citation What to comment: tell them what the issue is
Is sentence structure clear? I.e. what did you have to reread to understand?	Leave alone	Comment on: unclear sentence What to comment: "sentence unclear" If you can, suggest a way to clear up the wording
Are multiple perspectives being acknowledged?	Comment on: new perspective What to comment: identify what you understand the new perspective to be	Discuss with the writer
Is the evidence used relevant and credible?	Leave alone	Comment on: problematic evidence What to comment: "Not relevant" "Not credible"

Introduction

These are questions to ask about the Intro

Question	If YES	If NO
Is the topic explicitly related to a theme from the stimulus materials?	Comment on: phrase/sentence that connects the topic to the stimulus theme	Comment on: topic What to comment: "Not explicitly connected to

	What to comment: what you think the theme is (this should be easy if it was explicitly stated and connected)	stimulus material theme"
Does the introduction give enough context proven with evidence to prove the significance of the issue?	Comment on: What to comment:	Comment on: What to comment:
Is the thesis argumentative? I.e. Can someone disagree with it?	Leave it alone	Comment on: thesis What to comment: "Not argumentative" (You will need to identify if this is an issue in the thesis only or if the whole paper lacks an argumentative stance.)

Body Paragraph

These are questions you should be asking after/during **each** body paragraph

Question	If YES	If NO
Does the paragraph begin with a claim and not evidence?	Leave alone	Comment on: first statement What to comment: "Body paragraphs should begin with a claim" (If they still have an argumentative claim and it just isn't at the beginning, comment on that to let them know to move that sentence to the beginning.)
Are there at least 2 pieces of evidence in the paragraph?	Comment on: each piece of evidence What to comment: "evidence" (This should be easy if it is true)	Comment on: claim What to comment: "Needs at least 2 pieces of evidence"

Is the evidence used in an essential way? I.e. would the paper be incomplete without it?	Leave alone	Comment on: evidence What to comment: "Evidence not used in an essential way"
Is a stimulus item being used? (This does not have to be true for each paragraph, but there should be at least two stimulus items.)	Check above, it is most important that stimulus items are used in an essential way	Discuss with the writer, this is a big issue.
Is there more analysis than evidence? (This is where it should be argumentative)	Leave alone	Comment on: analysis What to comment: "add more analysis to have more analysis than evidence"
Is the analysis connected to the thesis?	Leave alone	Comment on: analysis What to comment: "Connect to thesis"
Is there a counter argument? And was it evidence based and disproven? (There doesn't have to be one in every paragraph, but there should be at least one)	Leave alone	Comment on: claim What to comment: "Not evidence based" "Not disproven"

Conclusion

These are questions to ask about the conclusion

Question	If YES	If NO
Is there a solution, conclusion, OR recommendation? (one, not all)	Comment on: it. What to comment: "solution" "recommendation" "conclusion"	Discuss with writer

Constant Consideration

These are questions that you should be asking yourself about the paper you are reviewing the whole time

- → Are the citations accurate and do they correspond with the citations on the works cited page?
 - ◆ If accurate, leave alone
 - ◆ If inaccurate, comment on problems
 - "[tell them the issue with their citation]"
- → Are the citations consistent? Is all information that is not common knowledge parenthetically cited?
 - ◆ If consistent, leave alone
 - ◆ If inconsistent, comment on problems
 - "[tell them the issue with their citation]"
- → Is sentence structure clear? I.e. what did you have to reread to understand?
 - ◆ If clear, leave alone
 - ◆ If unclear, comment on problems
 - "Sentence unclear"
 - "[give a suggestion on how to fix it]"
- → Are multiple perspectives being acknowledged?
 - ◆ Comment on each new perspective introduced
 - "[identify the perspective]"
- → Is the evidence used relevant and credible?
 - ◆ If it is, leave alone

- ◆ If it isn't, comment on problematic evidence
 - "Not relevant"
 - "Not credible"

Introduction

These are questions to ask about the Intro

- → Is the topic **explicitly** related to a theme from the stimulus materials?
 - ◆ If it is, comment on the words that connect the topic the theme
 - "[what you think the theme is]" (this should be easy to do if it explicitly stated and connected)
 - ◆ If it isn't, comment on topic
 - "Not explicitly connected to stimulus material theme"
- → Does the introduction give enough context proven with evidence to prove the significance of the issue?
- → Is the thesis argumentative? I.e. Can someone disagree with it?
 - ◆ If it is, leave it alone
 - ◆ If it isn't, comment on thesis
 - "Not argumentative"
 - You will need to identify if this is an issue in the thesis only or if the whole paper lacks an argumentative stance.

Body Paragraph

These are questions you should be asking after/during each body paragraph

- → Does the paragraph begin with a **claim** and not evidence?
 - ◆ If it begins with a claim, leave alone

- ◆ If it doesn't, comment on the first statement
 - "Body paragraphs should begin with a claim"
 - If their claim comes after the evidence, comment on the claim
 - "This should be the first sentence of the paragraph"
- → Are there at least 2 pieces of evidence in the paragraph?
 - ◆ If it does, comment on each piece of evidence
 - "Evidence" (this should be easy to identify if it is true)
 - ◆ If it doesn't, comment on the claim
 - "Needs at least 2 pieces of evidence"
- → Is the evidence used in an essential way? I.e. would the paper be incomplete without it?
 - ◆ If it is, leave alone
 - ◆ If it isn't, comment on evidence
 - "Evidence not used in an essential way"
- → Is a stimulus item being used?
 - ◆ This does not have to be true for each paragraph, but there should be at least two stimulus items.
 - ◆ If it is, leave alone
 - ◆ If it isn't, talk to the writer of the paper, this is a big issue
- → Is there more analysis than evidence?
 - ◆ This is where it should be argumentative
 - ◆ If there is, leave alone
 - ◆ If there isn't comment on analysis

- "Add more analysis"
- → Is the analysis connected to the thesis?
 - ◆ If it is, leave alone
 - ◆ If it isn't, comment on analysis
 - "Connect to thesis"
- → Is there a counter argument? And was it evidence based and disproven?
 - ◆ There doesn't have to be one in every paragraph, but there should be at least one
 - ◆ If there is and it is evidence based and disproven, leave alone
 - ◆ If there is and it is missing evidence or isn't disproven, comment on claim
 - "Not evidence based"
 - "Not disproven"
 - ◆ If there are no counter arguments that you can identify, discuss this with the writer, they might have one that is not stated explicitly enough

Conclusion

These are questions to ask about the conclusion

- → Is there a solution, conclusion, OR recommendation?
 - ◆ If there is, comment on it
 - "Solution"
 - "Recommendation"
 - "Conclusion"
 - ◆ If there isn't, discuss this with the writer