Research Paper – Self-Editing Checklist

Category and Task Do						
Read the paper <u>out loud</u> to catch grammar errors						
Revise for	Find grammar and spelling errors – watch for run-ons and missing commas					
grammar and	Avoid Filler words: just, so, like, kinda, etc.					
professional	Remove opinion words: should, need, must, etc.					
tone of voice	Remove vague descriptors: huge, big, etc.					
	Edit unclear and repetitive pronouns: this, that, these, and those					
	Spell out contractions: don't -> do not					
	Remove single word quotes: i.e. "factory-farms" "organic"					
	Revise and remove personal pronouns: we, I, you, our, etc.					
	Avoid Rhetorical questions					
	Spell out acronyms at first use – i.e. GMO, PETA, FDA, etc.					
	Left justify text, 12 pt consistent font, indent paragraphs, 1 inch margins					
	Included a paper title and section headings					
Citation formatting						
In text citations	One Author (Author, Year) – i.e. Animal science is great (Birt, 2018).					
in text citations	Two Authors (Author and Author, Year) – (Birt and Spain, 2018).					
	More than Two Authors (Author et al., Year) – (Birt et al., 2018).					
	Any sentence that contains a fact needs a citation following it.					
Reference List	Reference List included and in Journal of Animal Science format					
Use of Sources						
Paraphrasing	Put the information into your own words and cite the source					
Quotations	Introduce the speaker of the quote so the reader has some idea why it is					
Quotations	important to include this person's exact words in your paper					
	Never end or start a paragraph with an unintroduced or unexplained quote					
Research Paper Requirements						
Connect to the	Did you explicitly connect your paper to the news article given by directly					
news article	referencing a claim from the article?					
Remember your	Did you explain the animal science terms and concepts in such a way a					
audience	business CEO would understand it?					
Present both	Did you give equal coverage of both sides of the issue?					
sides of the	- Pros/cons?					
issue	- Any people who would think that your issue is not one that is a					
	concern?					
	- Covered both a rights/duties view as well as the utilitarian view of					
	the issue?					
Remain	Did you hide your own opinion well enough that the reader could not guess					
unbiased	which side you are on?	1				
Paper flows well	Include a detailed thesis statement in introduction which hints at your					
	main points.					
	Add in transitions between topics and paragraphs to improve flow	ļ				
	Use the conclusion paragraph to summarize the main points again					
	presenting the overall picture of the issue					