

Research Paper – Self-Editing Checklist

Category and Task		Done
<i>Read the paper out loud to catch grammar errors</i>		
Revise for grammar and professional tone of voice	Find grammar and spelling errors – watch for run-ons and missing commas	
	Avoid Filler words: just, so, like, kinda, etc.	
	Remove opinion words: should, need, must, etc.	
	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 <u>consistent</u> font, indent paragraphs, 1 inch margins	
	Included a paper title and section headings	
<i>Citation formatting</i>		
In text citations	One Author (Author, Year) – i.e. Animal science is great (Birt, 2018).	
	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	
<i>Use of Sources</i>		
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 important to include this person's exact words in your paper	
	Never end or start a paragraph with an unintroduced or unexplained quote	
<i>Research Paper Requirements</i>		
Connect to the news article	Did you explicitly connect your paper to the news article given by directly referencing a claim from the article?	
Remember your audience	Did you explain the animal science terms and concepts in such a way a business CEO would understand it?	
Present both sides of the issue	Did you give equal coverage of both sides of the issue? - Pros/cons? - 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 unbiased	Did you hide your own opinion well enough that the reader could not guess which side you are on?	
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	
	Use the conclusion paragraph to summarize the main points again presenting the overall picture of the issue	

