



Use this checklist before conducting the peer review:

Self-editing Checklist		Comments, X or ✓
I. APA FORMATTING		
1	Does your paper follow the correct APA format? (Cover page, font, spacing, header, etc...)?	
2	Did you include at least two citations in each body paragraph?	
3	Did you use the correct SIGNAL PHRASE to introduce the ideas you borrowed from outside sources? (According to, As _____ states, etc...)	
4	Did you use a variety of reporting verbs in each paragraph? (Check the list on LMS)	
5	Does your list of references follow the APA style?	
6	Did you include the essay question in the header?	
II. PARAGRAPHS		
7	Did you stay within the word limit? [<i>We will have a class discussion on how to easily reduce the word limit.</i>]	
8	Did you write at least an intro, 3 bodies and a conclusion?	
9	Is your hook interesting? Would it grab the reader's attention?	
10	Does your thesis include: TOPIC, OPINION, SUBTOPICS?	
11	Do your thesis and topic sentences answer the essay question directly?	
12	Does each topic sentence refer back to the thesis? Do they mention the topic, subtopic and a controlling idea (general point on the subtopic)? Ex: The third type of family vacation is the adventure vacation which is generally suitable for those who are physically active. Transition, topic, subtopic, controlling idea	
13	Did you include <i>at least 2 supporting details</i> and 2 examples in Body 1? Does this paragraph include the appropriate transitions?	
14	Did you include <i>at least 2 supporting details</i> and 2 examples in Body 2?	



	Does this paragraph include the appropriate transitions?	
15	Did you include <i>at least 2 supporting details</i> and 2 examples in Body 3? Does this paragraph include the appropriate transitions?	
16	Upon review are there any ideas that seem abrupt, random or vague? Are there any ideas mentioned in your body paragraphs that you are struggling to explain, define or provide an example for?	
17	Check for comprehension: Do your points make sense? Did you leave anything out? Is the information in order?	
III. MECHANICS		
18	Check the mechanics (i.e punctuation, capitalization, spelling) *Use the grammar and spell-check on Microsoft to help you out.	
19	Did you use a variety of sentences in your essay (simple, compound, complex)?	
20	Are there any RUN-ON sentences? (Sentences that go on and on without the proper punctuation.)	
IV. Does your CONCLUSION do the following:		
22	Restate the thesis statement?	
23	Mention AND summarize the main points?	
24	Include a comment/question/prediction on the topic?	
25	Avoid new information that requires explanation or elaboration?	
V. Self-reflection		
26	Which was the easiest part to write?	
Your thoughts:		
27	Which was the most challenging?	
Your thoughts:		

***Feel free to add your own points to the checklist.**