

## **1 Identifying information**

- Number and/or name of the topic:
- Name of the paper's author (optional):
- Number and/or name of the editor's topic:
- Name of the editor (optional):

## **2 Content**

- What is the main point of the paper?
- Is the topic fully developed?
- What changes would make the paper more interesting?
- Are there places where you had trouble understanding what the author means? (If so, write comments on the paper in red ink to indicate what you found confusing.)

## **3 Organization**

- Are there a suitable introduction and conclusion?
- Is the structure of the paper logical?
- Does the author stay on topic?
- Is the length of the paper appropriate?

## **4 Style**

- Is the language lucid and compelling?
- Is the sentence structure effective?
- Does each paragraph address one main idea?

## **5 Mechanics**

- Are there errors in grammar, spelling, or punctuation? (If so, mark in red ink.)
- Is the bibliography formatted in a consistent way?

## **6 Summary**

- What do you like best about the paper?
- How could the author improve the paper?