Name of Grammar Editor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Content Editor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Paper being edited\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Peer Editing Guidelines and Example**

**Be respectful.** Never use discouraging or demeaning words when you peer edit.

Your goal is to help your peer, not embarrass or criticize. Remember others are

editing your work as well. Think of how you would like to be treated.

**Be positive**. Always point out strengths before discussing things that could be

 improved upon.

**Be specific**. Always expand, explain, and give specific feedback. Point out

 exactly where errors occur so that the writer knows what you are referring to.

**Do not rewrite for them**.You may be tempted to just rewrite the paragraph for your peer. However, this will not help them learn. Point out specific areas that could be revised, offer specific suggestions, but let your peers make revisions on their own.

**Here is an example of a helpful and unhelpful comment when looking to see if the writing is coherent.**

**Editor’s Comments:**

Unhelpful: This paragraph has no transitions so it is unorganized and confusing.

Helpful: Here is an area where I really think you can improve your paragraph drastically with some revision. Consider organizing your main points so that you have 3-4 main points you want to make. Then introduce each point with a transition word or phrase so that the reader can follow your main ideas.

**Directions:**

1. The first person reads the whole paper over , checking for grammatical and spelling errors. Circling or underlining those errors. Check for the following:
	* tense (third person, past tense for discussing the researchers’ experimental process)
	* Formatting (1”margins except on left where it should be 1.5”, correct citing, etc.)
	* subject verb agreement
	* no use of contractions
	* punctuation
	* spelling