

Term Paper and Essay Correction Key

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To identify the specific corrections in your paper, compare instructor's key-numbers in the margins there with the numbers below. Checked keys on this list reflect problematic issues occurring in your paper. For more advice on preparing papers and essays, see "Paper Requirements"-link on course Web pages.

Analysis and Composition

- 1. Paper is completely or mostly off topic.
- 2. Thesis statement is missing from the introduction.
- 3. Argument is not focused enough on primary texts; too reliant on secondary sources.
- 4. Illogical argument or *non sequitur* (i.e., conclusion does not follow logically from argument)
- 5. Statement is erroneous or inaccurate as written.
- 6. Over-generalizing; over-stating an issue; hyperbole.
- 7. Argument is too thinly drawn; jumping to conclusions.
- 8. Argument is more of a literary review rather than historical analysis.
- 9. Argument is more personal opinion rather than historical interpretation.
- 10. Statement is inappropriate to the historical analysis of the paper.
- 11. Redundant; the same or similar statement occurs earlier.
- 12. Other: _____.

Writing Style

- 13. Poor writing style.
- 14. Wording or writing is too colloquial or informal; cultivate a more formal writing style.
- 15. Awkward or inappropriate wording. Meaning is perhaps unclear.
- 16. Inappropriate use of present tense in historical writing.
- 17. Inappropriate shifting between present and past tense.
- 18. Avoid undefined passive voice; use simple declarative sentences in the active voice.
- 19. Do not start sentences with undefined "this/that/these/those."
- 20. Avoid weak expressions, e.g., "there is/there are," "it has been found that," etc.
- 21. Avoid starting sentences with "and" or "but."
- 22. Avoid addressing yourself as author, nor write in the first person, "I/we/us/our."
- 23. Never address the reader, nor write in the second person, "you."

Form and Format

- 24. Title page and bibliography not counted in minimum page requirement.
- 25. Separate title page missing (see *Turabian*, 1.7)
- 26. Repeated inside title unnecessary with separate title page.
- 27. Improper margins or spacing (see *Turabian*, 14.2-3, 14.5; samples = pp. 271-77).
- 28. Typewritten page numbers are missing after page 1.
- 29. Citation required here! What is the source of this statement? (see *Turabian*, ch. 11, for separate formats for footnotes/endnotes and bibliography entries).
- 30. Improper use of paraphrase; unmarked or uncited quotation bordering on plagiarism.
- 31. Never quote the course textbook or class notes (quoting the course reader is OK!).
- 32. Use proper block quote: separate it from text with double space; single space in quote; do not center; indent equally both sides; no quotation marks (see *Turabian*, 5.30-34).
- 33. Improper form of footnote or endnote, or incomplete citation (see *Turabian*, ch. 11).
- 34. Improper use of World Wide Web source without permission (see course syllabus).
- 35. Each note takes its own unique number that is never(!!) repeated in the paper; notes never share the same number (see *Turabian*, 8.7-16).
- 36. Footnote or endnote number comes at the end of the sentence (see *Turabian*, 8.7-16).
- 37. Footnote or endnote numbers are always arabic numerals, never roman numerals.
- 38. Short citations: use full form of citation only in the first occurrence; thereafter, use short form of same citation in subsequent notes (see *Turabian*, 8.88-98).
- 39. Double space between notes; single space within (see *Turabian*, samples = pp. 274-77).
- 40. Insert period at end of every footnote or bibliography entry.
- 41. Parenthetical references are prohibited (see syllabus for course policy)!
- 42. Improper form of bibliography (see *Turabian*, ch. 11; sample = p. 281).
- 43. Two spaces after periods and between sentences; no space before periods.
- 44. Punctuation goes inside quotation mark (which is then followed by footnote number).
- 45. Improper form of ellipsis points [. . .] (see *Turabian*, 5.18-25, 5.27-28).
- 46. Too many spelling and punctuation errors; paper is poorly proof-read.
- 47. Inappropriate use of contractions or abbreviations (see *Turabian*, 2.1-28).
- 48. Spell out all numbers less than 100, unless following in a series or are closely connected (see *Turabian*, 2.29-43); spell out all ordinal numbers (e.g., "first," "second," etc.).