This is a checklist for a Review Essay accompanying Elkie Burnside’s webtext, “Transforming Writing Rubrics: Assessment and Reflection in Process-Based Courses,” published in *Kairos: A Journal of Rhetoric, Technology, and Pedagogy*, 29(1), available at <https://praxis.technorhetoric.net/tiki-index.php?page=PraxisWiki%3A_%3ATransforming+Rubrics>

# Review Essay Writer’s Checklist

Use the following checklist to check your final draft before submission.

# LAYOUT/FORMAT (10 points)

Does your essay have the mains parts and use the guidelines as identified in class?

# Title page

* Running header
	+ SHORTENED TITLE OF PAPER: Not

more than 50 characters (with spaces)

* + 12 pt, TNR
	+ First page labeled/subsequent pages not
* Title, author – Centered (vertically and horizontally)

# Main Body

* Title on first page - Centered
* 12 pt, TNR, DS

Headers: OPTIONAL

* + Uses consistent style
	+ Follows APA/AMA guidelines
	+ Contains: Body (varies), Conclusion

# References

*See Documentation section for specifics*

# CONTENT/INFORMATION (30 points)

Does your essay contain the information outlined in class?

# Introduction

* Opening strategy/hook
* Background information
* Clear connection between articles
* Thesis: Previews content and organization

# Body

NOTE: *This is not a summary of the articles nor a list of answers to the questions on the assignment sheet*

* Follows the organization listed by the thesis Each section
* Has a clear topic
* Supports each topic with evidence from the articles
* Explains how each piece of support connects back to the main topic
* Demonstrates consideration of all required questions

# Conclusion

* Thesis restated: reviews main points
* Relationship/relevance to your field
* Refer back to opening strategy

# CITATION/REFERENCES (15 points)

Does your essay use correct APA/AMA citation style appropriately?

# FINAL REFERENCES

* All sources used in paper in alphabetical order
* Use correct formatting (APA: DS, hanging indent; AMA: Numbered, no indent)

Have publication information as needed

* + Author name
	+ Publication year
	+ Title (article, book, or journal)
	+ Publication information (volume, issue, p. range; location: publisher)

# IN-TEXT

NOTE: *No in-text references should list the article title*

# Direct quotation – Either author tag or parenthetical citation

Author tag: Name (year) states “direct quote” (p. #). Parenthetical citation: “direct quote” (Name, year, p. #).

* + Author name
	+ Publication year
	+ Page number (APA) or footnote (AMA)
	+ Quotation marks – Word-for-word from source

# Paraphrase – Either author tag or parenthetical citation

Author tag: Name (year) states [summary] Parenthetical citation: [summary] (Name, year, p. #).

* + Author name
	+ Publication year

# DOCUMENT QUALITY (20 points)

* Below expectations

Information required is missing or some is not relevant to task; final product does not demonstrate understanding of rhetorical situation for task; grammar, spelling, or other structural errors prevent document from being understood

* Meets expectations

Information required is present and is mostly relevant to task; final product demonstrates understanding of rhetorical situation for task; some grammar, spelling, or other structural errors may be present but do not prevent the document from being understood

* Exceeds expectations

Information required is present, explicated clearly, and is directly relevant to task; final product demonstrates superior understanding of rhetorical situation for task; no grammar, spelling or other structural errors are present

Total: /75