

Synthesis Paper Revision Suggestions and Rubric

Introduction:

___ Enliven and intensify your claims for the importance of your topic; capture the reader's attention.

___ Clarify the thesis statement; make sure it forecasts the parts of your paper and the order in which you'll treat them.

Body:

___ Add increased support/detail to prove and elaborate your thesis.

___ Add transitions.

___ Increase paragraphing.

___ Reorder ideas to clarify the logical flow of your argument or to follow the order indicated in the thesis.

___ Present more evidence from a wider variety of reliable and current sources.

___ Increase the variety of strategies you use to include cited material in your text: summary, paraphrase, direct quotation.

___ Address gaps in your argument/information by doing additional research. Further support points starred in the text.

___ Delete irrelevant material.

___ Delete unsubstantiated statements of opinion.

___ Define key terms.

___ Use terms consistently.

___ Use clearer, concrete examples.

Conclusion:

___ Restate and justify (by going beyond your initial assertions and questions) your thesis.

___ Tie up loose ends; don't introduce new, unexplored concepts at the end.

___ Consider predicting the future, naming areas requiring further research, or calling for action as strategies for concluding.

Format:

___ Number pages starting with #1 on page #1, not on cover sheet. Eliminate page numbers on bibliography.

___ Add a cover sheet with a title, your name, my name, course title, date.

___ Remove title from first page of text; it's redundant.

Writing Style:

- ___ Vary your sentence patterns; include short and long, simple, complex, compound, and compound-complex sentences.
- ___ Make diction (word choice) more consistently formal
- ___ Avoid vague pronouns, especially “you” and “we,” and the too subjective “I.”
- ___ Eliminate repetition and wordiness by restructuring sentence syntax (word order); rely on more active, precise verbs.
- ___ Eliminate colloquial (non-formal, conversational) language, slang, jargon, dialect.
- ___ Eliminate unclear pronouns; avoid problems with agreement between pronouns and their referents.
- ___ Eliminate contractions.
- ___ Eliminate run-on sentences; remember that transitional devices are not conjunctions.
- ___ Eliminate sentence fragments.
- ___ Edit your paper again; eliminate dangling phrases, spelling errors, etc.
- ___ Keep verb tenses consistent.
- ___ Be consistent about usage of verbs as plural or singular within sentences.
- ___ Eliminate directions; this is exposition, not a manual.
- ___ Make conscious (and correct) decisions about capitalization.
- ___ Only quote material that can't be said in any better way.

Abstract:

- ___ Employ transitions to make your information flow more easily.
- ___ Single-space the abstract.
- ___ Place your abstract on its own page, after the Title Page but before the start of the paper.

Documentation:

- ___ Cite all material you didn't know before you began your research or any material that is arguable.
- ___ Quotes longer than 4 lines should be presented in block format. Follow the convention for either MLA or APA.
- ___ Alphabetize entries in the bibliography according to author's last name or title's first word.
- ___ See me to review correct format for parenthetical citations/ bibliography.