Appendix II
Editing/ Proof Reading Form

This form is to be used when a student asks anyone, on or off campus, to proofread and make corrections on a paper that is to be turned in to an instructor. It is a safeguard for the student in case there is a question about the student's work. To the student: Please attach the original and the corrected copy to this form and hand it in to the instructor with your corrected copy.

Editing/Proofreading Form

Student:
Editor/Proofreader:
Appointment date and time:
Sufficient advance notice given for proofreading request? Y / N
Number of pages:
Amount of time spent proofreading:

Professor/Person paper will be turned in to:
Paper Title:

Primary Issues in this paper were with

_____   grammar

_____   punctuation/capitalization

_____   style/clarity/wordiness

_____   coherence/organization

Comments or specific recommendations: