

Paper Evaluation Sheet

David Dolata, Ph.D.

NAME _____

Content

- Not enough of your own work – the most serious flaw
- Inaccurate statements
- Contradictory statements
- Poor or incomplete understanding of material
- Needs more focus; topic is too broad
- Clarification required
- Conclusions not supported by evidence provided
- Does not focus on stated goals
- Too cursory treatment of subject
- Lack of musical examples, charts, tables, diagrams, or illustrations
- No introduction or conclusion
- Undefined jargon

Organization – usually related to problems in the outline

- Organizational problems
- Disjointed
- Does not follow outline
- No subheadings
- Material not covered in a logical progression
- Excessive clutter – material in text that should be in informational footnote
- Rambles
- Introduction of new ideas in conclusion (ok to suggest topics for further exploration)

Sources

- Too few
- Excessive reliance on one or two sources
- Excessive reliance on the textbook
- Too many internet sources
- Important source(s) missing

Paper Evaluation Sheet

David Dolata, Ph.D.

New Grove not consulted
 Poor or superficial sources
 Outdated sources
 Source cited in text without footnote reference

Bibliography

Absence of Bibliography
 Too limited
 Formatting problems or missing city or publisher reference
 Line spacing – single space within entry, double space between entries
 2nd line of each entry not indented
 Book or journal title must be in italics, not plain or underline
 Punctuation
 Font issues
 Formatting of successive citations by the same author
 Entries not in alphabetical order

Footnotes

Absence of footnotes
 No citation footnotes or missing page citation
 Too few
 Unacceptable format: non-Humanities/ Arts style citations
 Use of another author's ideas or words without citation
 Formatting problems or missing city or publisher reference
 Book or journal title must be in italics, not plain or underline
 Spacing
 Punctuation
 First footnote of a source abbreviated
 2nd and following citations of same source not abbreviated
 Use of Ibid – strongly discouraged
 Footnote not on same page as footnote reference
 Formatting or placement of footnote reference in text
 Font issues
 Footnoted source not included in bibliography

Paper Evaluation Sheet

David Dolata, Ph.D.

One footnote used for multiple references

Footnotes reference numbers start over on each successive page

Quotes

Format

No introduction to quote

Quotes of material that should be paraphrased instead

Too many quotes

Text quote instead of block quote or block quote instead of text quote

Block quote format or indentation

Block quote must be single space

Punctuation

Lack of citation

Font issues

Another author's words used without quotation marks &/ or citation

Paper Format

No page numbers or incorrect formatting of page numbers

Subheading spacing and formatting

Subheading appears at bottom of page – move to top of next page

Incorrect margins and/or indentation

Font problems – too big, too small, too light, inconsistent, color

Long tables and charts must begin at the top of the page

Foreign terms not italicized

Formatting of book or composition titles

Formatting of musical examples, charts, tables, diagrams, or illustrations

Lack of author or composer's full name at first mention in text

Lack of composer, historical figure, or poet's dates at first mention in text

Musical example, chart, table, diagram, or illustration caption not on same page,
caption problems

Number or date formatting in text

Visual appearance is cluttered or unattractive

No paper title

No author indicated

Paper Evaluation Sheet

David Dolata, Ph.D.

Excessively long or short paragraphs

Spacing between paragraphs, lines, words, or symbols – too little or too much

Too few or too many pages

Mechanics & Grammar

Grammatical problems

Communication problems – words do not convey meaning

Run-on sentences aka comma splices

Sentence fragments aka incomplete sentences

Misspellings, one word divided into two

Made up words

Homonym problems

Proof reading

Typographical errors

Problems with possessives, plurals, & contractions

“it’s” instead of “its” and vice versa (it’s = it is)

Punctuation problems (commas, periods, semicolons, colons)

Quotation mark format or punctuation

Singular/plural agreement

Tense agreement, inconsistency, or change

Participle agreement

Capitalization issues

Dangling participle

Use of adjective as adverb or noun as adjective, etc.

Hyphens in “century” (seventeenth century, but seventeenth-century music [when used as an adjective])

That/which

That/who

Who/whom

“Try and” instead of “try to,” “in regards to” instead of “in regard to” or

“regarding,” “towards” instead of “toward”

“Due to” used at the beginning of a sentence

Misplacement of “only,” “both,” or similar such modifiers

Incorrect prepositions

Paper Evaluation Sheet

David Dolata, Ph.D.

Sentence concluded with a preposition

Split infinitive

Problems with articles (a, an, the, etc.)

Style

Lack of concision, does not get to the point in a timely fashion

Too many repeated words or phrases

Same word(s) or phrase(s) used to begin consecutive sentences or paragraphs

“However” at the beginning of a sentence (only advisable in special circumstances)

Colloquialisms or inappropriately informal language

Overuse of ()

Overuse of “to be,” (eg., being) “to do,” “to make,” or other weak verbs

Overuse of “-ing” words

Overuse of “of”

Too much passive voice

Inappropriate use of 1st person

Too subjective, sweeping statements, or platitudes

Too many sentences of the same length and construction

Excessive reliance on pronouns

Awkward phrasing

Too wordy

Inaccurate or imprecise word choice

Inappropriate change of voice

Miscellaneous

Pages are not stapled (they should be)

Missing or late topic/outline

Change of topic without approval

Cover page counted as a page

Late paper