

PROCEDURES FOR SUBMITTING A REVISED ESSAY

BEFORE YOU START, REMEMBER: YOU ARE IN CHARGE OF THIS REVISION

UNDERSTANDINGS: Revision is hard work. It takes time and dedication. I have no interest in reevaluating your essay until you have revised it significantly and substantively, not just by editing or correcting according to comments I or others have made. My comments and the comments of others regarding previous drafts, along with comments by portfolio reviewers are to serve only as indications of what you need to consider in terms of the overall paper.

For example, If I indicate once on your paper that you have a tense shift problem (or a comma splice problem, or a reference problem), you need to review the entire paper for other occurrences of that problem and make corrections accordingly. I am not a substitute for ASAP. I have already seen your paper and provided what I feel to be adequate comments and direction.

STEPS TO TAKE (REQUIRED)

1. Review my comments and the comments of your peer editors regarding your previous drafts. Is there any correlation between those comments and those of the portfolio reviewer?
2. If you don't understand what a problem is, refer to that problem (read and do exercises) in the appropriate sections of your textbooks.
3. You'll need to hand in a completed and signed resubmission checklist with the revision packet. **A resubmission packet includes all the elements required for the initial submission plus all required resubmission materials including the resubmission checklist.**
4. You need to complete all of the above steps in order for me to consider your essay for an upgrade. Upgrades are optional depending on both effort and performance, and are given at my discretion.

Remember: The work you produce is expected to be your own. Using someone else to write, rewrite, or edit parts of your essay is plagiarism and will be dealt with as such.

Name _____ CPN _____ Section _____ Date _____

My Essay Resubmission Preparation Checklist

Essay I am using this checklist for _____ Initial Grade _____

Areas where I need to focus, as indicated by the diagnostic problems corrected

_____	_____ Y	_____ N
_____	_____ Y	_____ N
_____	_____ Y	_____ N

Important areas where I need to focus, indicated by portfolio reviewers problems corrected

_____	_____ Y	_____ N
_____	_____ Y	_____ N
_____	_____ Y	_____ N
_____	_____ Y	_____ N
_____	_____ Y	_____ N
_____	_____ Y	_____ N

Areas where I need to focus, based on instructor's comments problems corrected

_____	_____ Y	_____ N
_____	_____ Y	_____ N
_____	_____ Y	_____ N
_____	_____ Y	_____ N
_____	_____ Y	_____ N

Place asterisks next to categories that appear in more than one list. Focus on those!

I have checked my paper based on those categories I have listed above and have done my best to eliminate problems in those areas, I have read appropriate sections of *Handbook for Writers, English Brushup* and *The Cortland Composition Handbook* to clarify and resolve problems. I have proof read my final submission carefully and have eliminated careless errors. This revision and its proofreading are my own work. _____ Y _____ N

Name _____ Section _____ Date _____