

ARP - Editor Input Form

Objective: This form allows you to communicate information to the editing team to improve the quality of the edit. Please complete this form and upload it to TaskIt with your draft document.

Name(s) of Researcher(s):

Editing Stage

1st (3 Consecutive Chapters)

2nd (Full Report)

Point of View

3rd Person: Third person is a point of speech that looks outside the self, is impersonal and does not force an opinion upon the reader. For academic and professional writing, this sense of objectivity relies on fact.

1st Person: First person refers to a point of view in which the writer says things from his or her personal perspective. It can be appropriate in a formal academic essay when giving a specific personal experience as a form of argumentative evidence. 1st person is based upon the writer's opinion.

2nd Person: Second person refers to point of view that directly addresses the reader.

Advisor Feedback: Has your advisor provided any feedback that would be helpful for the editors to know?

Your Feedback: Is there anything you'd like to tell the editors? (e.g., writing decisions that you've made, that you don't want undone.)

Source Citations: Are there any sources that you do not know how to cite in the paper? Provide the author name(s) and year (or a keyword from the title) and a description of the source type (or a URL).

Examples: Miller 2004 is a PowerPoint presentation from my NPS course last fall
The Boeing CH-47 Chinook helicopter source is an image from a website

Template and Formatting: Do you have any questions or concerns about the template or formatting of your paper?

Previous Edit (if applicable): Do you have any questions or concerns about a previous edit?

Other Comments: Aside from completing this form, feel free to leave comments for the editor (using Word's Track Changes or Comments) in the document itself on specific issues you have questions about.