



Self-Editing
A Rubric Based on the 6+1 Traits® Model¹

	Ready for a Professional Editor	Ready for a Reader (but maybe not a professional)	Needs Revision and a Friendly Reader	Needs Revision	Major Revision Needed. No one can see this... YET.
Ideas and Content	<ul style="list-style-type: none"> The main idea or purpose is clear. Supporting information is relevant, accurate, and fully developed. The writer predicts questions/arguments and answers them. Sensitivity readers have been consulted for any part of the material that may be derogatory. Sources are cited appropriately. 	<ul style="list-style-type: none"> The main idea or purpose is mostly clear. Supporting information is relevant and is beginning to be developed. The writer predicts some important questions/arguments and tries to answer them. The writer has considered what some readers may find disrespectful. 	<ul style="list-style-type: none"> The writer simply states the main idea or purpose. Supporting information is based mainly on personal experience and may be irrelevant or vague. The writer answers the obvious questions about the topic. The content may be repetitive. The writer has not considered whether some content may be disrespectful. 	<ul style="list-style-type: none"> The main idea or topic may be vague or unclear. Supporting information is based on stereotypes. The writer has not considered questions the reader may have. The writer includes a few supporting details that might be repeated or off topic. The writer does not consider derogatory material. 	<ul style="list-style-type: none"> The main idea, purpose, or central theme is unclear. Supporting information is missing, unclear, or may not be correct. The writer does not consider questions the reader might have. To find meaning in the text, the reader must make inferences based on sketchy details.
Organization	<ul style="list-style-type: none"> The introduction hooks the reader, sets a purpose, and gives clear clues of what is to come. The writing has a strong structure that strengthens and showcases the content. Everything connects; all ideas flow from beginning to end. Relevant evidence and details enrich the content. Transitions are so seamless the reader may not notice them. The conclusion balances the introduction, strengthens the main ideas, and effectively ends the writing. Sources are cited appropriately. 	<ul style="list-style-type: none"> The introduction hooks the reader. The organization showcases the content. The structure is compelling and moves the reader through the text. Transitions are used to move the reader to the next idea. The conclusion effectively ends the writing and strengthens the main ideas. Sources are cited appropriately. 	<ul style="list-style-type: none"> The introduction exists, but may be elementary. The organizational structure moves the reader through the text with some confusion. Transitions are used, but some may be bumpy or might not connect ideas clearly. The conclusion exists but may be awkwardly phrased. Sources are not cited. 	<ul style="list-style-type: none"> The introduction is weak. The writing lacks a clear sense of direction and takes many tangents. Ideas, details, or events seem strung together in a loose or random fashion. Transitions do not connect ideas clearly. The conclusion is weak. 	<ul style="list-style-type: none"> The introduction is missing. Ideas are not organized and seem jumbled; there is no internal structure. Writing jumps abruptly from one idea to the next. A conclusion is missing; the manuscript ends abruptly.
Voice	<ul style="list-style-type: none"> The narrator comes across as an authority and shows enthusiasm about the topic in a clear and purposeful way. The writing is interesting, informative, and powerful. The writer is involved in the text, sensitive to the needs of the audience, and is writing to be read. This manuscript is hard to put down. 	<ul style="list-style-type: none"> The narrator comes across as an authority and shows enthusiasm about the topic. The writing is interesting, informative, and holds the reader's attention. The writer understands their audience. 	<ul style="list-style-type: none"> The narrator shows enthusiasm about the topic. The writing is interesting and informative. The narrative is pleasant or even personable, but not compelling. Some parts of the writing are boring. 	<ul style="list-style-type: none"> The narrator shows little confidence. Many parts of the writing do not engage the reader. The writer seems indifferent, uninvolved, or distanced from the audience. The narrator's voice is too formal or friendly. 	<ul style="list-style-type: none"> The writing lacks purpose. The writing is lifeless or mechanical. The intended audience is unclear.
Word Choice	<ul style="list-style-type: none"> Words are powerful and exact, making the writing unforgettable. Vocabulary is expertly used and related to the content. A variety of words are used; overuse of similar words is avoided. Any derogatory language is chosen purposefully and used with intention, acknowledging potential offense. 	<ul style="list-style-type: none"> Words are exact, making the writing clear. Vocabulary is related to the content area. Words convey the intended message in a precise, interesting and natural way. Any derogatory language is chosen purposefully, but the writer may not acknowledge potential offense. 	<ul style="list-style-type: none"> The language is functional, even if it lacks punch. Words are ordinary, but the writing is clear. Vocabulary is sometimes related to the content area. Offensive language is used without purpose or intention. Jargon is left unexplained. 	<ul style="list-style-type: none"> Simple language is used where exact words are required. Incorrect usage of content vocabulary may confuse the reader. Overuse of jargon confuses the reader. 	<ul style="list-style-type: none"> Word choice causes confusion. Simple language may not be topical. The writer struggles with a limited vocabulary.

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Sentence Fluency	<ul style="list-style-type: none"> The writing has a cadence that flows eloquently when read aloud. Sentences are well-built, with strong and varied structure (long and short sentences). Well-chosen beginnings such as <i>in comparison</i>, <i>furthermore</i>, <i>therefore</i>, and <i>in conclusion</i> are used. Sentences flow seamlessly from one to another. 	<ul style="list-style-type: none"> The writing has an easy rhythm when read aloud. A variety of sentence lengths are used. Some meaningful beginnings such as <i>although</i>, <i>since</i>, and <i>one example</i> are used. 	<ul style="list-style-type: none"> The writing can be read aloud with little to no difficulty, but it tends to be more mechanical than fluid. There is some variety in sentence length. Common beginnings such as <i>first</i>, <i>then</i>, and <i>finally</i> are used. 	<ul style="list-style-type: none"> The writing cannot be easily read aloud. Sentences are choppy or run-on. Most of the beginnings do not make sense. 	<ul style="list-style-type: none"> The writing is difficult to read; it is a struggle to give this paper a fair interpretive reading. Sentence structure obscures the writer's meaning. The beginnings of sentences and paragraphs don't make sense.
Conventions	<ul style="list-style-type: none"> A variety of conventions are used correctly and enhance readability. The manuscript has clearly been spell-checked. The serial comma is used. <ul style="list-style-type: none"> If not used, its omission does not cause confusion. The bibliography has a variety of sources, is complete, and the format is correct. 	<ul style="list-style-type: none"> Conventions are used correctly. Unless hunting for them specifically, a few errors do not distract from readability. The manuscript has been spell-checked. The bibliography is complete and the format is correct. 	<ul style="list-style-type: none"> Conventions are used correctly most of the time. Some editing is required so errors do not distract from readability. The manuscript has been spell-checked. The bibliography is complete and most of the format is correct. 	<ul style="list-style-type: none"> Simple conventions (e.g., periods, capitals, simple spelling) are used correctly. Errors are distracting and impair readability. A great deal of editing is required. The bibliography is almost complete, but the format needs some work. 	<ul style="list-style-type: none"> Major errors are distracting and make the writing difficult or impossible to understand. Nearly every line requires major revision. The bibliography is incomplete or missing.
Presentation	<ul style="list-style-type: none"> The font size and style are consistent throughout. The margins are consistent throughout. Paragraph indentation has been set consistently. Spacing does not interfere with the meaning of the text. All figures are easy to read and understand. Visuals strengthen the content and ideas. All visuals include captions. Keys clarify meaning and the spelling conventions match those in the text. Submission formatting/guidelines have been followed. I am ready to publish my writing. 	<ul style="list-style-type: none"> The font size and style are consistent throughout. Paragraph indentation is consistent throughout. All visuals are easy to read and help the reader understand the ideas. All visuals include captions. Keys are used, but may have minor inconsistencies from the text. Formatting is consistent throughout, but may not meet submission guidelines. 	<ul style="list-style-type: none"> The font size and style are distracting or make the paper difficult to read. Paragraph indentation is inconsistent or set using the space bar. Visuals may distract, rather than enhance, the content. The text on maps, tables, and figures is inconsistent or missing. 	<ul style="list-style-type: none"> The font size and style are distracting and make the writing difficult to read. Visuals are incomplete and do not support the content. Most of the formatting is inconsistent. The aesthetics of the manuscript distract from readability. 	<ul style="list-style-type: none"> The font size and style distract from the paper, making it impossible to read. Visuals have no connection to the content. Major inconsistencies in formatting distract from readability.