**FHD Professional Writing Feedback Sheet**

The writing feedback sheet is intended to (a) inform instructor grading and (b) provide specific feedback to students on areas requiring further learning. Your instructor will highlight the topics below that you should focus on to improve your professional writing and APA editorial skills. Please be sure to integrate this feedback into your next assignment.

**Your grade will be calculated out of 20 marks, 0.5 marks for each type of error (e.g., padding your reference list, incorrect margins, commas). The grade out of 20 will then be converted to the percent for Professional Writing and APA in the assignment (e.g., if 15% is assigned to Writing and APA in the assignment, and you score 18 out of 20 here, then 18/20 = .9 x 15 = 13.5/15).**

This writing feedback sheet is organized into two sections: (a) writing process (i.e., planning, drafting, and revising the content and structure of your paper) and (b) editing process (i.e., applying the required APA editorial style to grammar, writing style, citations and references, tables and figures, and overall format). To learn how to increase proficiency in each area, draw on the direct links and references provided to Collins (2020) [Professional Writing in the Health Disciplines](http://charon.athabascau.ca/gcapgrad/Writing/Professional_Writing.html), the Publication Manual of the American Psychological Association (APA, 2020b), and the APA (2020a) [APA Style: Style and Grammar Guidelines](https://apastyle.apa.org/style-grammar-guidelines) website.

1. **The Writing Process**

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| 1. **Voice**
* Writing in the first person
* Using active voice vs. passive voice
* Modeling cultural sensitivity and eliminating of bias
 | * Collins (2020), [Section 1. Embracing Professional Writing](http://charon.athabascau.ca/gcapgrad/Writing/Professional_Writing.html)
* APA (2020b), Chapter 4. Writing Style and Grammar (4.13, 4.16); Chapter 5. Bias-Free Language Guidelines
* APA (2020a), [First-Person Pronouns](https://apastyle.apa.org/style-grammar-guidelines/grammar/first-person-pronouns), [Active and Passive Voice](https://apastyle.apa.org/style-grammar-guidelines/grammar/active-passive-voice), [Bias-Free Language](https://apastyle.apa.org/style-grammar-guidelines/bias-free-language)
 |
| 1. **Intellectual Honesty**
* Plagiarizing the work of others
* Plagiarizing your own work
* Misusing secondary sources
* Discerning when to cite others
* Paraphrasing effectively
 | * Collins (2020), [Section 2. Exhibiting Academic Integrity and Intellectual Honesty](http://charon.athabascau.ca/gcapgrad/Writing/Professional_Writing.html)
* APA (2020b), Chapter 8. Works Credited in the Text (8.2, 8.3, 8.6, 8.23, 8.24)
* APA (2020a), [Paraphrasing](https://apastyle.apa.org/style-grammar-guidelines/citations/paraphrasing), [Plagiarism](https://apastyle.apa.org/style-grammar-guidelines/citations/plagiarism), [Secondary Sources](https://apastyle.apa.org/style-grammar-guidelines/citations/secondary-sources)
 |
| 1. **Scholarly Foundation**
* Discerning appropriate information sources
* Integrating sufficient sources
* Applying principles of information literacy
* Misuse of abstracts or personal communication
* Padding your reference list
 | * Collins (2020), [Section 3. Establishing a Scholarly Foundation](http://charon.athabascau.ca/gcapgrad/Writing/Professional_Writing.html)
 |
| 1. **Developing a Writing Plan**
* Selecting a topic and clarifying your objective
* Deconstructing the professional literature
* Generating and organizing your ideas
* Reading, thinking, and writing critically
 | * Collins (2020), [Section 4. Developing a Writing Plan:](http://charon.athabascau.ca/gcapgrad/Writing/Professional_Writing.html) Critical Deconstruction
 |
| 1. **Drafting Your Paper**
* Structuring your literature review
* Developing a thesis or problem statement
* Building effective arguments
* Synthesizing and integrating the professional literature
* Drafting your introduction
* Drafting your conclusion

**Note**: Creating a conceptual framework is not required for most FHD papers; however, this may be required for theses. | * Collins (2020), [Section 5. Drafting](http://charon.athabascau.ca/gcapgrad/Writing/Professional_Writing.html) Your Paper: Critical Reconstruction
 |

1. **The Editing Process**

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| 1. **Paper Elements and Format**
 |  |
| * Title page
* Order of pages
* Font
* Line spacing
* Margins
 | * Paragraph alignment
* Paragraph indentation
* Heading levels
* Order of pages
 | * APA (2020b), Chapter 2. Paper Elements and Format
* APA (2020a), [Paper Format](https://apastyle.apa.org/style-grammar-guidelines/paper-format)

**Note**: For class presentations, please attend to APA (2020a) [Accessibility](https://apastyle.apa.org/style-grammar-guidelines/paper-format/accessibility). |
| **Note**: Running head, author note, abstract, footnotes, appendices, tables and figures are not required for FHD papers; however, some of these may be required for theses and 695 papers. |
| 1. **Writing Style and Grammar**
 |  |
| * Continuity and flow
* Transitions
* Conciseness and clarity
* Sentence and paragraph length
* Tone
* Contractions and colloquialisms
* Jargon
* Logical comparisons
* Anthropomorphism
 | * Verb tense
* Subject and verb agreement
* Editorial “we”
* Singular “they”
* Appropriate pronouns (who vs. that; who vs. whom; that vs. which)
* Subordinate conjunctions (e.g., while, since, because, although)
* Misplaced or dangling modifiers
* Parallel construction
 | * APA (2020b), Chapter 4. Writing Style and Grammar
* APA (2020a), [Logical comparisons](https://apastyle.apa.org/style-grammar-guidelines/grammar/logical-comparisons), [Anthropomorphism](https://apastyle.apa.org/style-grammar-guidelines/grammar/anthropomorphism), [Verb tense](https://apastyle.apa.org/style-grammar-guidelines/grammar/verb-tense), [Singular “They”](https://apastyle.apa.org/style-grammar-guidelines/grammar/singular-they)
 |
| 1. **Mechanics of Style**
 |  |
| * Spaces after punctuation
* Commas
* Semicolons
* Colons
* Dashes
* Quotations marks
* Parentheses
* Square brackets
 | * Slashes
* Spelling (Canadian first)
* Hyphenation
* Capitalization
* Italics
* Abbreviations
* Numbers
* Lists
 | * APA (2020b), Chapter 6. Mechanics of Style
* APA (2020a), [Punctuation](https://apastyle.apa.org/style-grammar-guidelines/punctuation), [Spelling and Hyphenation](https://apastyle.apa.org/style-grammar-guidelines/spelling-hyphenation), [Capitalization](https://apastyle.apa.org/style-grammar-guidelines/capitalization), [Numbers](https://apastyle.apa.org/style-grammar-guidelines/numbers), [Italics and Quotation Marks](https://apastyle.apa.org/style-grammar-guidelines/italics-quotations), [Abbreviations](https://apastyle.apa.org/style-grammar-guidelines/abbreviations), [Lists](https://apastyle.apa.org/style-grammar-guidelines/lists)
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| **Note**: Statistical and mathematical copy may be required for research papers or theses. |
| 1. **In-Text Citations**
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| * Citations-reference list match
* Citing course materials
* Personal communications
* Author format
* Date format
* Citing multiple works
* Citing specific parts of a source
* Omitting year in repeated narrative citations
 | * Number of authors included
* Abbreviating group authors
* Short quotations
* Block quotations
* Page numbers
* Changes to quotations
* Quotations that contain citations or already quoted material
 | * APA (2020b), Chapter 8. Works Credited in the Text
* APA (2020a), [References](https://apastyle.apa.org/style-grammar-guidelines/references)

**Note.** For research reports or theses, please also attend to [Quotations from Research Participants](https://apastyle.apa.org/style-grammar-guidelines/citations/quoting-participants). |
| **Note**: See also Part A: Intellectual Honesty and Scholarly Foundation. New guidelines for citing traditional knowledge or oral traditions of Indigenous peoples are provided under Personal Communications (APA, 2020a, 2020b). To reference course materials, use the Moodle (LMS) home page: <https://cnhs.lms.athabascau.ca/>.  |
| 1. **References**
 |  |
| * Completeness
* Punctuation in references
* Accuracy and consistency
* Author format
* Date format
* Title format
 | * Source format
	+ Periodicals
	+ Edited book chapters
	+ Publishers
	+ Databases
	+ Social media
	+ Websites
	+ DOIs and URLs
 | * Reference list format
	+ Order of works
	+ Order of names
	+ Same author, multiple works
	+ Same author, same date
	+ Same surname
	+ No author
 | * APA (2020b), Chapter 9. Reference List and Chapter 10. Reference Examples
* APA (2020a), [Tables and Figures](https://apastyle.apa.org/style-grammar-guidelines/tables-figures)
 |
| **Optional: Tables and Figures**  |  |
| * General guidelines
 | * Tables
* Figures
 | * APA (2020b), Chapter 7. Tables and Figures
* APA (2020a), [Tables and Figures](https://apastyle.apa.org/style-grammar-guidelines/tables-figures)
 |
| **Note**: Most FHD papers will not require tables and figures. If you choose to use them, however, please follow these stylistic guidelines. |

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| Additional Comments: |