1. **White Paper Editing**
   ENGR 301

2. **Peer Exchange**
   - Please switch with a peer
   - Add comments and details

3. **Grammar and Formatting Check**
   - Memo style
   - Initialed
   - Section-Team Number
   - Block justified

4. **Coherency Check**
   - Maximum of three pages
   - Each paragraph begins with a thesis statement
   - Proves knowledgeable about subject (uses specific details)
   - Underline keywords (think Google search)
   - Check for an introduction and conclusion

5. **Reference Check**
   - Check in-text reference with Reference Section (first word matches)
   - At least three references
   - Quality of references
     - Disclosure if not sound data

6. **Issue**
   - Underline specific issue (should be identified with “the issue is...” or “the problem is...”)
   - Is issue current?
   - Is issue relevant to specified engineering field?
   - Does issue effect society (or too narrow)?
   - Does author provide balanced reasoning (no bias)?

7. **Impact**
   - Underline specific numbers (grandiose words like “a lot, huge, several” are insufficient)
   - Are all contentions supported with a reference?
   - How does problem hurt society?
   - How does problem hurt the environment?
   - Is it a big problem?
     - Would you spend time and money to fix it?

8. **Recommendation**
   - Is recommendation clearly defined?
   - Can you summarize the solution in less than five words?
   - What are the benefits and consequences of the solution?
     - Global
- Economic
- Environmental
- Societal

9 Recommendation
- Beyond simple implementation of solution
  - What else needs to be implemented or changed?
  - How will society react to the new technology?
- Is recommendation presented without bias?
- Ethical issues of solution identified?
- Legal issues of solution identified?

10 Final Draft
- Return paper to original author
- Make changes and improve paper
- Submit final draft in lab next week