



Proofreading & Powerpoint
Like A Ninja

INDIANA**TECH**

**PH.D. IN GLOBAL
LEADERSHIP**

Proofread Like a Ninja

- For you or someone like you
- Handout & BlackBoard



*“The first draft is black and white.
Editing gives the story color.”* -Emma Hill

Proofreading Checklist

To help in your review and revisions of writing assignments, the PhD in Global Leadership Faculty have developed this checklist to guide your proofreading process. It is important to note this list is not exhaustive and is intended to be used as a guide—not a list of requirements for any written assignment. Refer to course syllabi and timelines for specific guidelines regarding content and formatting of assignments.

APA Citations & References

- ☐ All information is properly cited
- ☐ All citations have a corresponding entry in references
- ☐ Citations are properly listed alphabetically according to primary author last name
- ☐ Citations for direct quotes include page number
- ☐ Direct quotes longer than 40 words are indented .5" on left and right margins
- ☐ References listed alphabetically according to primary author last name
- ☐ Use et al. for in-text citations of three or more authors *beginning with the first use*
- ☐ Reference entries aligned with .5" indent on second lines of entries
- ☐ All references have a corresponding citation in the body of the paper

APA Formatting

- ☐ Proper font, 12-point font size, double-spaced with 1" margins
- ☐ Remove additional spacing before and after paragraphs and sections to maintain double-spaced format
- ☐ Correct title page format
- ☐ Does not include "Introduction" as a section title
- ☐ Appropriate running head (less than 50 characters including spaces) and page numbers
- ☐ Correct section heading levels with no section titles at the last line of the page
- ☐ Start your reference list on a new page
- ☐ Spell out numbers less than 10, use numerals for 10 or more
- ☐ Include the full name of any proper nouns in the first mention, followed by acronyms in parentheses (example: International Leadership Association (ILA))
- ☐ Tables and Figures are labeled correctly and in ascending order
- ☐ Use of inclusive language (they, them, their)
- ☐ Paragraphs indented appropriately

Grammar & Mechanics

- ☐ Written in academic/scholarly style
- ☐ Proper subject + verb agreements throughout
- ☐ Consistent verb tenses throughout
- ☐ Varied sentence structures
- ☐ Spellcheck
- ☐ Appropriate punctuation
 - ☐ One space following end-mark punctuation
 - ☐ Use of commas in lists (including the next-to-last item)
 - ☐ In-text citations are placed before sentence punctuation
- ☐ Correct use of upper-case to identify proper nouns
- ☐ All paragraphs have at least two sentences

Scholarly Writing

- ☐ Includes an introduction that builds a case for the importance of the paper
- ☐ Introduces and supports a clearly defined thesis
- ☐ Themes, theories, and concepts from the academic material are provided as evidence to support all claims, definitions, and explanations
- ☐ Themes and concepts from sources are appropriately connected and synthesized
- ☐ Includes a conclusion that does more than summarize the paper and does not introduce new ideas
- ☐ Relies on multiple sources
- ☐ Your work is original and does not include information copied from any other sources without proper citation—including reusing sentences or sections from your previous writing assignments (refer to the PhD in Global Leadership regarding academic dishonesty and plagiarism for additional details)

Proofread Like a Ninja

Activity: Practice Your Ninja Proofreading Skills

Use the *Proofreading Checklist*
to proofread your most recent
paper or draft...
see how many different errors you
can identify in 10 minutes!

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PowerPoint Like a Ninja

Before you present... a few things to keep in mind:

- The purpose of PowerPoint
- The purpose and guidelines of your presentation
 - “How many slides should I have?”
 - “Let me tell you what I am going to tell you...”
 - Themes and templates
 - Be seen...



Text



Fonts, colors, and
elements of design



Less is more

Animations



Photos

You're invited to be a part of the

Global Leadership PhD

Research Roundtable

Thursday of Preview Week before
Summer Session I
7:30 PM, Eastern Time

RSVP your interest to
jsbourgeois@indianatech.edu

- Share your current research and papers (for class or for any reason)
- Get ideas on future research and writing projects
- Give feedback to others who are doing or planning research
- Collaborate on a group research project with the goal of being published in an academic journal (coming soon!)

Photo by Ashley West Edward on Unsplash.com

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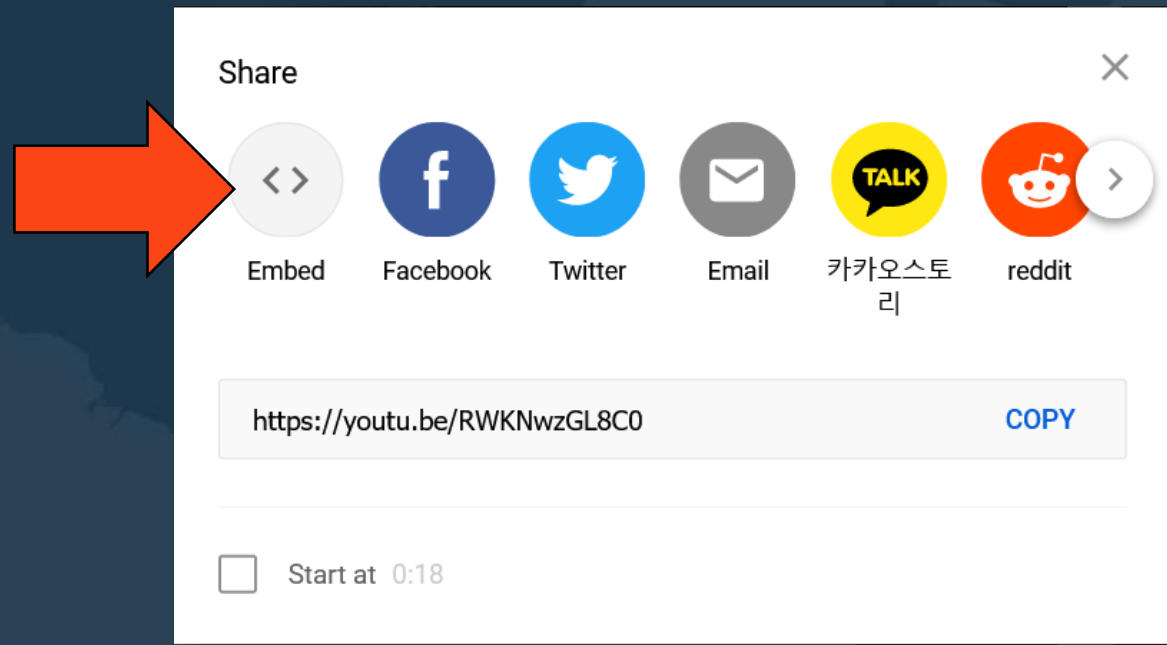
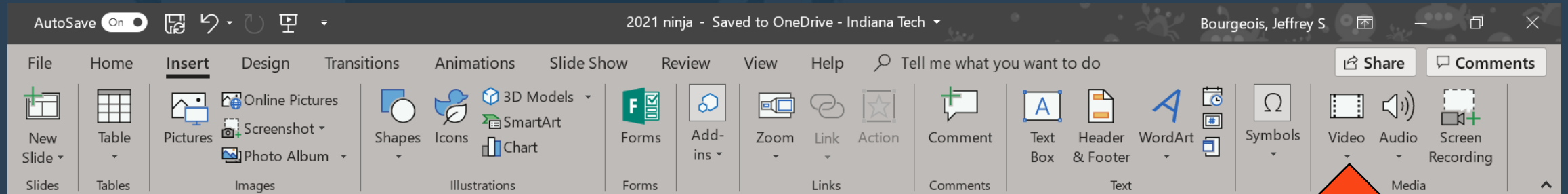
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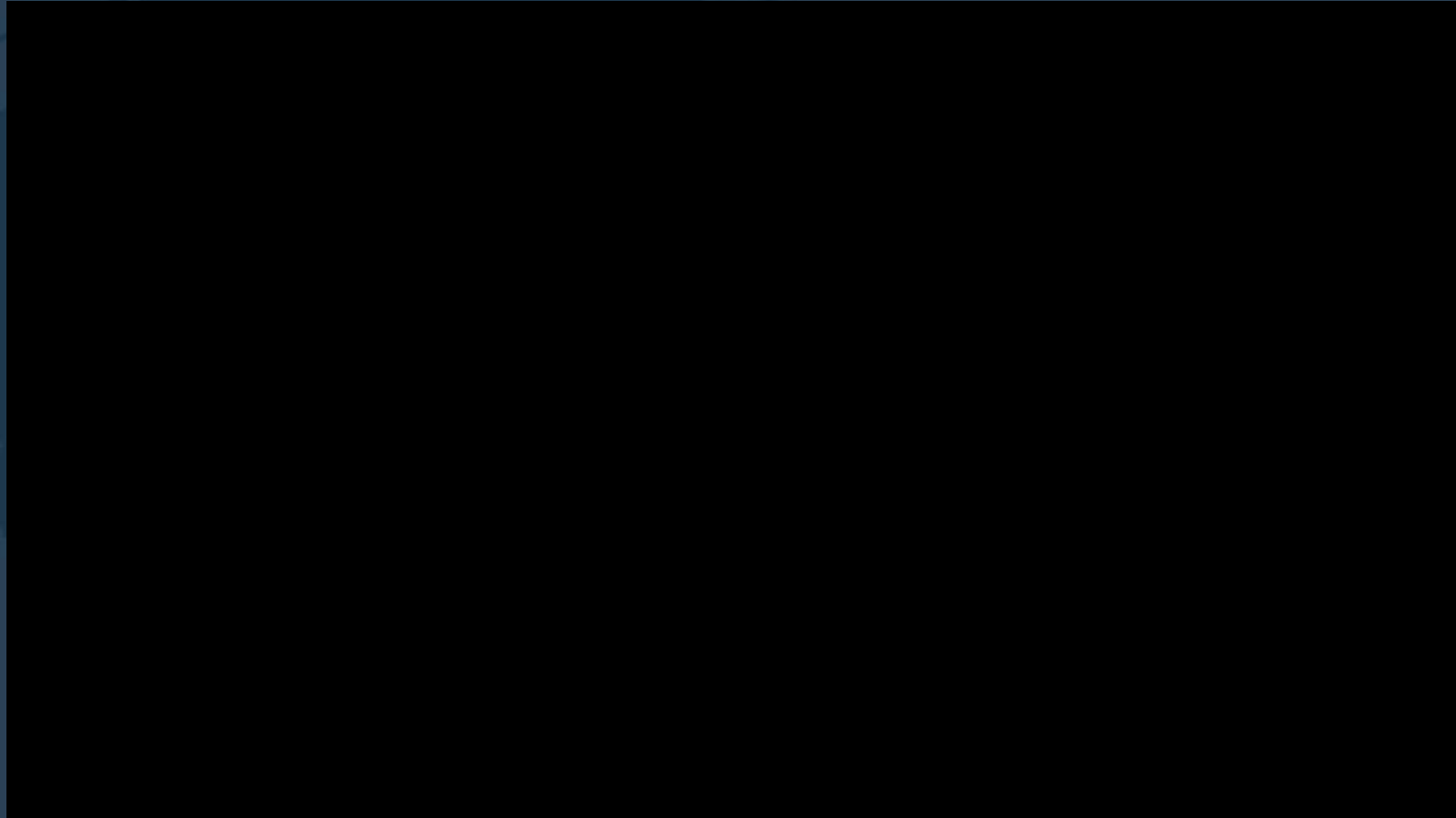
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Embedded Video



Embedded Video



Citations & References

APA still applies

- Citations for your slides and for your script
- Reference Page (new slide)

Questions and Discussion

Thank you for the privilege of your time...



Jeff Bourgeois PhD
jsbourgeois@indianatech.edu