

## Editing Checklist Essay 3 & 4

After you've made the major changes in your paper (revising), follow each of the steps in this list and check off the appropriate column. Be honest -- if you didn't follow the suggestions, let me know. These should take at least a couple of hours to complete, so plan accordingly. It would help if a classmate could use this guide and work through your paper as well (it's difficult to catch all off your own proofreading errors [see what I mean]). Be sure to finish revising your paper at least a day before the final draft is due so you can put this final polish on it.

### Format

Yes No

- Does my title grab the reader?
- Does my first sentence catch the reader's attention?
- BE HONEST HERE Have I held my essay next to the sample essay (*I&C* last pages) to make sure the format (the way it looks on the page) is the same?
- Does essay meet minimum word requirements?

### Paragraph

- Does the first line of each body paragraph refer back to the previous paragraph (smooth transition)?
- Does each of my body paragraphs have a clear topic sentence?
- Are the arguments illustrated with specific examples or descriptions?
- Are each of the examples and descriptions explained -- do I show my thinking or vainly hope that the reader can read my mind?

### Sentence

- Have I slowly read each sentence out loud to ensure that there are no confusing passages or missed words?
- Have I checked each sentence for my personal grammatical "demons" such as verb errors, subject-verb agreement errors, run-ons or fragments?

### Words

- Have I changed several words to make them more specific?
- Have I eliminated all unnecessary words from each sentence?

### Using Sources

- Does my essay have enough sources (see assignment sheet for specifics)?
- Have I made sure that ANY words or phrases which are taken word for word from an outside source are clearly separated from my writing with quotation marks? Ex. Bill Powell argues that "any time we strike back" we should strike back hard (34).
- Is each direct quote introduced by a phrase which 1) identifies who wrote/said it, 2) provides a context for the source, and 3) concludes with the proper MLA parenthetical documentation? Ex. Jim Brown argues with this, concluding that ". . . ." (34).
- Does each of my parenthetical citations contain only the page number and, if needed, author's name or qtd. in? Ex. (34), (Langer 34), (qtd. in Langer 34).
- Have I placed the period to the right of the parenthesis?
- Is every statistic or specific fact which I learned from a source documented?
- Have I checked the placement of dates, periods, commas, and colons for each of my works cited entries?
- Have I compared my Works Cited page with the sample works cited page included in on the last pages of *I&C*?
- Is my works cited page alphabetized?

### Final Check

- Have I run my essay one final time through the spell check?
- Have I slept more than three hours in the last two days?