

Editing Checklist: Research Project

THIS MUST BE HANDED IN WITH FINAL DRAFT

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 of 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. If you have trouble proofreading, check with me or a tutor in the Writing Center, R124.

The goal here is to check “Yes” for each answer. If the answer is no, complete the necessary work to change it to a yes.

Format

Yes No

- Have I physically compared the format of my essay with the sample essay (see Course Documents > Writing Suggestions page) and made any necessary changes? (Pick up your essay – put it next to the sample essay – is your name, my name, etc. in the right place? What about your title?)
- Does my title grab the reader? If not, come up with at least five and choose the best.
- Have I physically compared my works cited page with the one on the sample essay?
- Have I emailed my friendly professor the final draft of my essay?

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

Using Sources

- Have I incorporated at least two secondary sources into my essay? (If you have to check no for this, this means you haven't met the requirements which means an automatic D or lower grade)
- Have I used a source from the internet without letting Dr. Bordelon check it? (If you have to check yes for this, this means you haven't met the requirements which means an automatic D or lower grade)
- 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. But Jim Powell argues with this, and concludes 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?
- Have I checked the placement of dates, periods, commas, and colons for each of my works cited entries?
- Is my works cited page alphabetized?

Final Check

- Have I run my essay one final time through the spell check?
- Have managed to maintain a tenuous grip on my sanity?