

Editing Checklist: Essay #1

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, make an appointment with an instructor in the Writing Center (RUSSELL BUILDING 124 – PHONE 732-255-0400 x2262).

Format

Yes No

- Have I physically compared the format of my essay with the sample essay (see “MLA format essay” – last item on “Course Documents” page) and made any necessary changes? (Pick up your essay – put it next to the sample essay – is your name, course number, 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

- Does my essay meet the minimum word count? (Failure to do so will result in a F)
- Have I changed several words to make them more specific?
- Have I eliminated all unnecessary words from each sentence?

Using Sources

- Have I included at least one secondary source that is from the college's database?
- Do I understand that if the source I have included is from an open web site, there is a good chance I will earn a “D” for this essay (see above on college's database)?
- 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).
- 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?
- Am I having fun yet? (“Fun” is defined here as being challenged and learning)