

Self-Editing

Name: _____

MLA Format

Are there headers and correct page numbers on all pages except the first page?	Yes	No
Is your heading correct?	Yes	No
Is the date current?	Yes	No
Is the entire paper double-spaced?	Yes	No
Is your heading correctly spaced?	Yes	No
Is the paper 12 point font, Times New Roman?	Yes	No
Do you have a clever and creative title?	Yes	No

Introduction

Highlight the thesis statement.

Is it the last sentence of the introductory paragraph?	Yes	No
Is the thesis clearly stated and appropriately focused?	Yes	No

Body Paragraphs

Highlight the topic sentence in **first** body paragraph.

Does this topic sentence connect directly back to the thesis?	Yes	No
Does the topic sentence contain a quote?	Yes	No (The answer should be no.)
How many sentences of commentary are in this paragraph?	_____	
Did you use a parenthetical citation for all factual information (even paraphrasing)?	Yes	No
Is the paragraph organized in a logical manner? Does it flow?	Yes	No
Did you use transitions?	Yes	No
Does this paragraph have a strong concluding sentence with NO Quote in it.?	Yes	No

Highlight topic sentence in **second** body paragraph.

Does this topic sentence connect directly back to the thesis?	Yes	No
Does the topic sentence contain a quote?	Yes	No (The answer should be no.)
How many sentences of commentary are in this paragraph?	_____	
Did you use a parenthetical citation for all factual information (even paraphrasing)?	Yes	No
Is the paragraph organized in a logical manner? Does it flow?	Yes	No
Did you use transitions?	Yes	No
Does this paragraph have a strong concluding sentence with NO Quote in it.?	Yes	No

Highlight topic sentence in **third** body paragraph.

Does this topic sentence connect directly back to the thesis?	Yes	No
Does the topic sentence contain a quote?	Yes	No (The answer should be no.)
How many sentences of commentary are in this paragraph?	_____	
Did you use a parenthetical citation for all factual information (even paraphrasing)?	Yes	No
Is the paragraph organized in a logical manner? Does it flow?	Yes	No
Did you use transitions?	Yes	No
Does this paragraph have a strong concluding sentence with NO Quote in it.?	Yes	No

Each body paragraph:

Underline your context of your paragraph in **red**.

Underline your lead-in in **green** and your quote WITH citation in **blue**.

Underline your analysis in **yellow**.

Underline your concluding sentence in **purple**.

Do you have any paragraphs that are missing one of the above colors? Yes No

If yes, you need to FIX IT!!!!

Conclusion

1. Does it restate the thesis? Yes No
2. Does it synthesize **all** of the topic sentences of the body paragraphs? Yes No
3. Does it flow smoothly? Yes No
5. Is the last sentence interesting... Yes No
6. Which of the six types of conclusions did you use: _____

Parenthetical Citations

How many total parenthetical citations are in this paper? _____

- Do you have punctuation marks between the quotation marks and the first parenthesis? Yes No
 - If yes, fix it.
- Are the end punctuation marks outside of the parenthetical citation? Yes No
 - If no, fix it.

*****Circle any of the parenthetical citations that need to be fixed!!!

Skim the paper to find any contractions and CIRCLE them to revise later.

How many contractions are in this paper? _____

Skim the paper to find any first or second person pronouns and CIRCLE them to revise later.

How many times were 1st or 2nd person pronouns used in this paper? _____

Word Choice

Skim the paper to see if you have used any TABOO words including, but not limited to, “very”, “many”, “so”, “a lot”, “stuff”, or “things” and CIRCLE them to revise later.

How many of these TABOO words are used in this paper? _____

Works Cited Page

Is it correctly titled with the title centered, not in bold and not underlined? Yes No

How many sources are on your Works Cited page? _____

Are the sources listed in ABC order? Yes No

Is reverse indentation used for each source? Yes No

Are all sources properly documented using the new MLA format? Yes No

Place a check by the source if it matches a parenthetical reference.

Does each and every source on the Works Cited page have a parenthetical reference in the body of the paper? Yes No

Does the Works Cited page have the correct page number? (it should be numbered consecutively with the paper and NOT be “page 1”) Yes No