

English 9 Editing Checklist

Proofread your paper for each item on this checklist before you turn it in!

Middle School Musts

	All titles are formatted correctly -all books, movies, CDs, newspapers, magazines, and whole websites are underlined (in hand-written work) or italicized (in typewritten work) -all chapter titles, poems, essays, short stories, song titles, articles, and web pages are in quotation marks
	All sentences have end marks -End sentences with a period, question mark, or exclamation point -Use a question mark ? if you are asking a question -Use an exclamation point ! to emphasize something
	Capitalization is correct -Capitalize the pronoun "I" -Proper nouns should be capitalized. Proper nouns = towns, cities, countries, people's names (including characters)

Freshman 5

	There are NO first-person pronouns (I/we)
	There are NO second-person pronouns (you)
	Every verb tense is correct (for literature, PRESENT tense; for history PAST tense)
	ALL quotations are cited following MLA formatting rules
	ALL paraphrase is cited following MLA formatting rules
	Works Cited entries are in the correct MLA format
	There is NO casual language anywhere in the essay (i.e., slang, abbreviations, contractions)
	Comma usage is correct

	-Use commas to separate items in a series -Use commas to separate two or more adjectives before a noun -Use a comma before a conjunction in a compound sentence -Use a comma after an introductory word or phrase -Use commas to set off an appositive -Use commas to set off an interrupter -Use commas to separate items in dates, addresses -Use commas after the salutation and closing of a letter -Use commas after a name followed by Jr., Sr., M.D., etc.
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MLA Formatting

	Entire paper is double-spaced
	Font is set to Times New Roman, 12-point
	Margins are set to 1" all around the page
	Top right-hand corner of EVERY page includes your last name and the page number
	Top left-hand corner of the FIRST page contains the MLA header ● Your name ● Teacher's name ● Class name ● Date, in European format (e.g., 25 December 2011)
	Paper has a title that indicates what it is about
	Essay includes a Works Cited page at the end
	All Works Cited entries are correctly formatted