

Final Editing Checklist

ESSAY FORM:

- Do you have a title that indicates your topic and gives a hint of your argument? Y N
- Do you have a clear, argumentative thesis statement? Y N
- Do you give an adequate background on your subject/describe it, so the reader can understand your class? Y N
- Do you have at least two quotes from an outside source in each body paragraph? Y N
- Do the middle pages of your essay average 2-3 quotes per page? Y N
- Are your quotes ALWAYS introduced (not just plopped in as their own sentences)? Y N
- Are your quotes ALWAYS properly cited in MLA style? Y N
- Do you provide adequate background for your audience to understand your arguments? Y N
- Do you *analyze* after each quote? More than one sentence? Y N
- Do you use your conclusion to say something new (new point, counterclaim, personal connection, global connection)? Y N

MECHANICS:

- Did you use spelling and grammar check on your computer? Y N
- Did you read through looking for incomplete sentences? Y N
- Did you read through looking for run-on sentences? Y N
- Did you re-read the essay *OUT LOUD TO YOURSELF*? Y N
- Did you re-read the essay *QUIETLY* to yourself? Y N
- Did you show a tutor, classmates, family member, or friend? Y N

COMMON GRAMMAR ERRORS:

- TENSE: past tense vs. present tense (is = present, was = past)
- PLURAL VS. SINGULAR (is = singular, are = plural ... was = singular, were = plural)
- there (location) vs. their (possession) vs. they're (they are)
- Possession = 's (ex. Professor Smith's class, Miguel's essay, Valentina's idea)
- Active vs. Passive Voice (two verbs where one will do)

Ex. → Van Gogh ~~had~~ painted sunflowers = Van Gogh painted sunflowers.

- RUN-ON or INCOMPLETE (fragment) SENTENCES:
 - If you have more than three commas in a large sentence, consider breaking it up
 - If you start your sentence with “which,” “because,” “but,” “as,” “when,” “after,” or “and,” double-check that it's a complete sentence
 - Remember, alternative punctuation marks are your friends: ; — () :

FORMATTING & WORKS CITED PAGE:

- Make sure your margins are 1" and your font is 12pt. Times New Roman, Cambria, or Garamond
- Make sure your heading looks like:

Your Name
Course Title
Smith
Date

- Make sure you “insert” your last name and page numbers on the top right corners of the pages
 - **Be sure that your last page is a “Works Cited” page that follows proper MLA format**
 - **Use the “Purdue OWL” website to see formatting rules**
-

REVIEW → QUOTES WITH PROPER MLA CITATION:

You need to do four things when quoting a source...

1. Introduce the source the first time you use it:

In her essay, “The Cultural Impact of Kanye West,” author Jamila Bailey argues

2. Provide a smooth transition from your language to the quote, as if the sentence just continues:

In her essay, “The Cultural Impact of Kanye West,” author Jamila Bailey argues that “West has attempted to expand the limited representation of black masculinity with eccentric styles of clothing”

3. Then you need to do a proper MLA citation at the end of your quote:

In her essay, “The Cultural Impact of Kanye West,” author Jamila Bailey argues that “West has attempted to expand the limited representation of black masculinity with eccentric styles of clothing” (Bailey 87).

***NOTICE... *The proper citation looks like this:* “Your quote” (author’s last name page #).

REVIEW → WORKS CITED PAGE:

- Google “Purdue OWL MLA” to find all the information for a proper works cited page.
- It should be a new page, at the end of your essay
- Here’s how it might look (with just one entry):

WORKS CITED:

Bailey, Jamila. *The Cultural Impact of Kanye West*. New York, St. Martin’s Press LLC, 2014.