

Checklist for Proofreading Your Paper

(Check off each item as you verify that you have completed it correctly)

1. Is my heading correct? _____
2. Are my page numbers properly formatted? _____
3. Have I properly formatted the title of the work I am writing about? _____
4. Is my work double spaced? _____
5. Did I indent my paragraphs? _____
6. Do I have both an introductory and a concluding paragraph? _____
7. Did I mention the title, author, and genre (TAG) in my introductory paragraph? _____
8. Do I have a clear thesis statement in my introductory paragraph? _____
9. Are my quotes properly formatted and integrated? _____
10. Do I have parenthetical citation for all quoted or paraphrased material? _____
11. Is my parenthetical citation properly formatted? _____
12. Do I have at least three quotes per body paragraph? _____
13. Do I have a balance of quoted material and analysis? You should have roughly 40% quoted material and 60% analysis (30/70 is even better). _____
14. When writing a commentary, am I truly analyzing the author's literary/poetic technique/style? _____
15. Have I written in present tense? _____
16. Have I made sure I have not used contractions unless they are part of quoted material? _____
17. Have I checked that I have not used the "I" or "You" pronoun in any form unless it is part of quoted material? _____
18. Have I run spell check? _____