**Master Editing Checklist**

**For Writing Essays**

**Consult the Wicked Word Wheel!!!**

-Do not begin sentences with “But” or “And”

-Do not use words/phrases like these:

-In conclusion,… -The pages that follow will inform you… -Firstly,…

-You are about to read… -Definitely/Really -Secondly,…

-My essay will explain… -You just read about… -Lastly,…

-Thank you for reading… -idioms/clichés

**Grammar/Conventions:**

-Thesis—clearly stated at end of intro.

-no contractions—spell out all words

-spell out numbers one through ninety-nine; use Arabic numerals for any numbers above that (100, 101…)

-Clincher—needs to reiterate thesis and be a memorable/impactful closing (no imperative sentences here)

-Spell Check!!!!! Be careful with homophones: their/there; affect/effect; to/two/too; wear/where…

-Point of View—stick with 3rd person (no “I,” “me,” “my,” “mine,” “we,” “us,” “our,” “you,” “your,” “yours”).

-Tense—try to stick with only 1 throughout (usually past or present)

-When speaking about events in a book, movie, or play, it’s ALWAYS in present tense.

-Commas and other punctuation/capitalization errors

-Huck Finn is a young boy**, and** he befriends a runaway slave named Jim.

-Huck Finn is a young boy **and** befriends a runaway slave named Jim.

-Capitalize all important words in titles including the first and last words

-Underline or Italicize large titles, and put quotes around smaller titles:

Books *Books* “Poems”

Movies *Movies* “Songs”

Magazines *Magazines* “Chapters”

“Articles”

-Fragments, Comma Splices, and Run-Ons!!

-Word Choice—use advanced vocabulary when appropriate instead of elementary words: good, bad, stuff, things, lots, a lot, alot, happy, sad, mad, etc.

-Subject-Verb Agreement (The doctor in each of the townships is going to go to the summit).

-Pronoun-Antecedent Agreement (Everyone needs to bring his/her own book to class).

-Pronouns: Ask Mrs. Summers or (**me** / myself / I ) if you have a question.

Mr. Jones and (me / myself / **I**) will be conducting the presentation.

Any person (**who** / that) knows the answer must speak.

Any shoes (who / **that**) you pick will be fine.

**Format:**

-12-point font; Times New Roman

-Title format—not underlined, not italicized, not larger, not bolded, not in quotation marks.

-double-spaced (no extra spaces in between paragraphs, after title, or after heading)

-No extra spaces, please! **“Direct Quote” (citation). Next sentence.**

-Heading—upper left corner of first page only:

Your Name

Teacher Name

Class

Date (day month year)

-Header—upper right corner of every page (Last name followed by page number)

-Word Count

-Paragraph length (at least 3 sentences; no longer than half a page)

-Paragraph transitions

**Format Continued:**

-1 main idea per body paragraph which supports your thesis

-Use the **PEEL** method for each body paragraph -Use the **TIQA** method for each body paragraph

-Point (main idea of paragraph) -Topic Sentence

-Evidence and Explanation (includes direct quote or paraphrasing) -Introduce Quote (or paraphrase)

-Link to next paragraph (transition) -Quote (or paraphrase)

***(PEEL may be repeated a few times in the same paragraph)*** -Analyze quote or paraphrase

-Introductions—Hook, Background Info., Address Topic, Thesis (General→Specific).

-Conclusion—just summary; no new information; memorable/profound clincher.

**Research Papers:**

-You need to find out more information about a particular question at the end of the research process.

-Have fun learning about your topic!

-Works Cited page at the end of your paper (use EasyBib); include header

-Title centered and plain

-this lists all sources (in MLA format) that you used in writing your essay

-ABC order and double spaced

-reverse indentation

-all sources on the WC page need to be internally cited within your paper

-Each paragraph (except intro and conclusion) needs to have at least 1 source with a parenthetical citation at the end of sentences:

(author’s last name followed by page number, if a book). OR (“article title”).

-If multiple sentences in a row are from the same source, wait until the end of the last sentence to put the internal citation in parentheses.

-You must use internal citation when you directly quote a source AND if you paraphrase a source.

*Example*:

Works Cited Entry for an Online Article:

McGunigal, Lisa. "Twins of Genius: Mark Twain on the Stage, Huck Finn on the Page." *The Mark Twain*

*Annual* 9.1 (2011): 84-97. Web.

Essay Excerpt:

Many scholars debate how to interpret Twain’s writing: “A close reading of the text illuminates Twain’s awkwardness” (McGunigal). Although Huck may appear to be immature or awkward, Twain’s opinions shine through the narration of *The Adventures of Huckleberry Finn.*