

SMALL-SCALE REVISIONS (SELF-EVALUATION)

WRITING STYLE: DICTION, CLARITY, TONE, VOICE

- I marked areas, if any, that are unclear, awkward, or confusing.
- I marked areas, if any, that were too informal or conversational in tone and word choice.
- I marked areas, if any, where I may have overused first person.
- I have checked my paper for 2nd person and ELIMINATED THE ENEMY.
- There are no contractions (i.e. don't, can't, won't, etc.) [Ctrl+F apostrophes]

GRAMMAR & MECHANICS

- Titles of books, magazines, films, and plays are italicized.
- Titles of articles are in quotation marks.
- Verb tenses are correct and consistent.
- Check commonly confused words:
they're/their/there your/you're its/it's a/an to/too/two
- Circle any words that are repeated unnecessarily. (Go back later and fix it).
- Check for comma splices. (Ctrl+F commas)

MLA

- I have a heading on the first page and I checked that it is correct, especially the date.
- I have the page numbers correctly formatted according to MLA.
- Parenthetical citations follow the format of Author's last name page number. Ex: (Steinbeck 34).
- Quotes longer than 4 lines are in block quotes (indented, no quotation marks, punctuation before parenthesis)
- My paper is double spaced
- My paper is in Times New Roman, 12 pt. font
- Correct MLA margins and spacing

SOURCES

- I have all my sources, AND I have incorporated direct quotes in my paper.
- I have all my sources, but I haven't quoted all of them, yet.
- I do not have all my sources.
- I have checked for quote dumps.

WORKS CITED PAGE

- My Works Cited page is formatted correctly
- I'm still working on my Works Cited page