Proofreading Checklist for Research Paper

<u>MLA Formatting</u>

1) Is the **heading** correct?

2) Is the entire essay in **MLA format**: double-spacing throughout, no extra spaces anywhere, 1-inch margins on all 4 sides, and 12-point Times New Roman font or comparable-sized font?

3) Have you placed **the title of <u>articles</u> in quotation marks**, and **the title of <u>books, magazines, newspapers, and websites</u> in *italics*?**

> Ex.: In her article <mark>"How Technology is Changing the World,"</mark> Mary Shaller explains that…

> Ex.: Mary Shaller of <mark>*The New York Times*</mark> explains that…

<u>Organization</u>

4) Main Sections - Is the research paper properly **organized into three main sections** (i.e., *some version* of Background, Current Importance, and My Position), and **is each section labeled** with a centered subheading?

<u>Quotations and Evidence</u>

5) Are all **quotations** incorporated smoothly, in a way that makes clear sense to the reader? Is each quotation punctuated and cited correctly, as well?

<u>Citations and Works Cited Page</u>

6) For <u>every piece of information</u> you put into your paper that is not common knowledge, do you <u>clearly cite its source</u> (either in-text or parenthetically), and does this citation <u>correspond properly to the author/title</u> of an entry in your Works Cited page?

7) For every sentence that ends with a parenthetical citation, do you <u>place the period *after* the citation</u>?

> Ex.: Robe-Dawg once declared, "Wisdom can take a lifetime to acquire<mark>" (Orcutt)**.**</mark>

<u>Correctness</u>

8) Are all **capitalization rules** followed—including capitalizing the pronoun "I" and all proper nouns and proper adjectives?

9) Are there any of these **major sentence-errors** that seriously distract the reader?

- **Run-On Sentence (ROS)** – Two independent clauses joined without any punctuation at all
- **Rambling Sentence (Rambl)**– Multiple clauses and phrases strung together into a rambling sentence that goes on too long or in too confusing a fashion
- **Fragment (FRAG)** – a group of words that looks like a sentence but does not express a complete thought
- **Comma-Splice (CS)** – Two independent clauses joined with only a comma by itself (a comma isn't strong enough to do this by itself).

Remember, to <u>fix</u> a comma-splice, you can join two related independent clauses with a <u>semicolon</u> **;**

Ex.: Almost no one goes out to eat anymore**;** it is simply too expensive.

10) Are there any **AWKWARD sentences**, or sentences that are clumsy or difficult to understand?

11) **Word Choice** – Are there any **imprecise words** (words that are too vague, such as "things" or "stuff") or **inappropriate words** (words that are too "slangy" or informal for your audience)?

12) Are there any **spelling** errors?