9–12 Editing Checklist

Formatting and Citations	✓
• I use a proper heading and formatting for my piece (double-spaced, 12-point font, Times New Roman, indentation of new paragraphs).	
• I use proper MLA format for in-text citations (if applicable).	
• I format titles correctly: "quotation marks" for shorter works (short stories, poems, articles) and *italics* for longer pieces (books/novels, plays, films).	
Sentence Structure and Grammar	
• I use complete sentences and do not have run-on sentences or sentence fragments (unless intentional).	
• I use consistent verb tense (literary present if applicable).	
Punctuation and Mechanics	
• I use commas, periods, quotation marks, and exclamation points in the correct places.	
• I spell correctly, double-checking tricky words or commonly confused words (to/too, their/they're/there, its/it's).	