Name: _____ Date: _____

Editing Checklist

Use this checklist to polish your writing. Check ✔ each item if it is present in your work. Make corrections to your work as needed.

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).	

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