**Checklist for Proofreading Your Paper**

*(Check off each item as you verify that you have completed it correctly)*

1. Is my heading correct? \_\_\_\_

2. Are my page numbers properly formatted? \_\_\_\_

3. Have I properly formatted the title of the work I am writing about? \_\_\_\_

4. Is my work double spaced? \_\_\_\_

5. Did I indent my paragraphs? \_\_\_\_

6. Do I have both an introductory and a concluding paragraph? \_\_\_\_

7. Did I mention the title, author, and genre (TAG) in my introductory paragraph? \_\_\_\_

8. Do I have a clear thesis statement in my introductory paragraph? \_\_\_\_

9. Are my quotes properly formatted and integrated? \_\_\_\_

10. Do I have parenthetical citation for all quoted or paraphrased material? \_\_\_\_

11. Is my parenthetical citation properly formatted? \_\_\_\_

12. Do I have at least three quotes per body paragraph? \_\_\_\_\_

13. Do I have a balance of quoted material and analysis? You should have roughly 40% quoted material and 60% analysis (30**/**70 is even better). \_\_\_\_

14. When writing a commentary, am I truly analyzing the author’s literary/poetic technique/style? \_\_\_\_

15. Have I written in present tense? \_\_\_\_

16. Have I made sure I have not used contractions unless they are part of quoted material? \_\_\_\_

17. Have I checked that I have not used the “I” or “You” pronoun in any form unless it is part of quoted material? \_\_\_\_

18. Have I run spell check? \_\_\_\_