

## Formatting/Editing/Proofreading Checklist for Essays

- Your essay should be:
  - Typed, double-spaced, 12 pt font, Times New Roman
  - Submitted through the Nonfiction Essay document on Google Classroom
  
- Make sure to update the **HEADING** in the upper left corner of the 1st page  
Your Name  
Mrs. Winter  
7th Grade English, (Your Period)  
March 14, 2016
  
- Indent first line of all paragraphs (on iPad, hit spacebar 10 times); do not put an extra space between paragraphs
  
- Check for use of transitions
  
- Do not use abbreviations or contractions
  
- Properly capitalize nouns and adjectives
  
- Check for correct sentences: make sure you have fixed/corrected sentence fragments
  
- Make sure titles of stories are properly capitalized and in quotation marks (do not italicize or underline); capitalize all words in a title except for articles, prepositions, and conjunctions (except when it is the first word in the title)
  
- Use the Breakdown of Paragraphs worksheet to make sure you have included all required elements
  
- Consult your Peer Review Worksheets
  
- Review the Rubric for additional requirements
  
- Have someone else read over your essay and provide comments

Here are some tips for incorporating direct quotes into your essay:

- Use single quotation marks to enclose a quotation within a quotation:

EXAMPLE ““Well, Hazel Elizabeth Deborah Parker, going to give someone else a break this year?” I squint at him real hard to see if he is seriously thinking I should lose the race” (72).

- Put the mark of punctuation after you’ve given the page number:

EXAMPLE “I squint at him real hard to see if he is seriously thinking I should lose the race” (72).

- Introduce a quote before including it in your essay:

EXAMPLE In the beginning of the story, Hazel is mostly concerned with running and winning races; she does not think about others. This can be seen on page sixty-nine when Hazel states that, “you can see me anytime of day practicing running. I never walk if I can trot and shame on Raymond if he can’t keep up.”