Editing Checklist—Research Paper

This editing checklist helps you correct
- Formatting Errors
- Content Errors
- Grammatical Errors

Formatting Errors
Have you
- Used Times New Roman 12 point throughout your paper—even in the header?
- Made all margins 1”?
- Eliminated the 10-point space from after your paragraphs (Word 2007)?
- Used quotation marks for titles of short stories, poems, and articles?
- Used consistently either underlining OR italics for titles of books and journals?
- Provided in-text citations for all quotations?
  Ex. Dupin says “Perhaps, the matter is too simple” (Poe 8).
- Placed punctuations after the citation at the ends of phrases, clauses, and sentences?
  Ex. When Dupin says “Perhaps, the matter is too simple” (Poe 8), he is goading the Prefect.
- Placed periods and commas inside quotation marks when appropriate?

Content Errors
Have you
- Ordered topics and paragraphs logically?
- Written an introduction the previews the content of your paper and states your thesis clearly?
- Written well-structured paragraphs?
- Oriented readers before you quote from sources?
- Used transitions between topics and paragraphs?
- Written a conclusion that summarizes your argument and identifies the importance of your research?

Grammatical Errors
Have you eliminated all
- Passive voice verbs?
- Nominalizations?
- Unnecessary words?
- Intensifiers?
- Run-on sentences?
- Comma splices?
- Fragments?
- Agreement errors?
- Antecedent errors?
- Dangling and misplaced modifiers?

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