

Research Paper Editing Guide
American Literature

Editor's Name_____

Writer's Name_____

Research Topic_____

1. Is the paper in MLA format?_____ Check everything! (12 point font, Times New Roman, double spaced, heading, and header) If these are not correct, change them on the paper.
2. Is the introduction appealing and interesting?_____ Does it lead logically to the topic of the paper?_____
3. Do the body paragraphs have transitions?_____ If not, mark this on the paper.
4. Do the body paragraphs have topic sentences?_____
5. Are there facts and opinions to support the topic?_____
6. Are there parenthetical citations throughout the essay?_____ Remember everything has to be cited! They should have at least one citation per body paragraph. Please mark this on the paper.
7. Does the conclusion support the essay?_____
8. Is the Works Cited page correct?_____ Check for spacing, indentations, information, punctuation, title, header, etc.
9. Check for personal pronouns. (I, me, we, us, you, our, etc) They should have no personal pronouns!
10. Check for spelling and grammatical errors and mark this on the paper.
11. Check for contractions. The writer should have zero contractions in their paper, unless it comes in a direct quote.
12. Make sure quotations are formatted correctly, including block quotations if this applies.