THE PRAIRIE SCHOOL

Middle School Editing Checklist

MLA FORMATTING	
NAME Section Date J. Cobb Red 8 11/30/23	____ Is your name in the top corner? ____ Is your section listed? ____ Is the date listed?
Name the Doc CharEssay - Cobb8R	____ Did you name your electronic document?
TITLE of Essay/Piece	____ Did you include the title of your assignment at the top center?
Citation Format **Website** Author's Last Name, First Name. "Title." Title of Site. Date of Publication. Date of Access. URL Address. **Book** Author's Last name, First name. Book title. City of publication: Publishing company, publication date.	____ Did you use the correct formatting to list your citations? ____ Are the words *Works Cited* centered on the page? ____ Does your citation look like the sample to the left? ____ Are the citations listed in alphabetical order by author's last name?
PARAGRAPHING	____ Did you include paragraph breaks? ____ Did you indent each new paragraph?
LEGIBLE **Font or Handwriting**	____ Did you use size 12, Times New Roman?
LINE SPACING	____ Did you check the rubric for the required line spacing? ____ Double-spaced? ____ Single-spaced?
GRAMMAR	
SPELLING	____ Are all words spelled correctly?
COMPLETE SENTENCES Fragments/Run-ons	____ Are all sentences complete sentences with a subject and predicate? ____ Did you check for sentence fragments or run-ons?
VARIED SENTENCES	____ Did you use a variety of types of sentences?
VERB TENSE	____ Did you use consistent verb tense throughout the entire written piece?

MECHANICS	
CAPITAL LETTERS	_____ Did you capitalize? ☐ the title's first, last, and important words ☐ the *first word in a sentence* ☐ the *pronoun I* ☐ *proper nouns*
COMMA USE	_____ Did you check your comma use and overuse? ☐ *dates?* ☐ *words in a series*? ☐ *greetings* and *closings of letters* ☐ *before a coordinating conjunction in a compound sentence* (check for comma splices) ☐ to *separate an introductory element* from the rest of the sentence. ☐ to *set off the words* yes and no (e.g., Yes, thank you), ☐ to set off a *tag question* from the rest of the sentence (e.g., It's true, isn't it?) ☐ to *indicate direct address* (e.g., Is that you, Steve?). ☐ to set off an *apositive* (e.g.Mrs. Cobb, my English teacher, told us to revise.)
END PUNCTUATION	_____ Did you use correct end punctuation including periods, question marks, or exclamation points?
APOSTROPHE USE	_____ Did you use an apostrophe to form *contractions* and *possessives?*
World Languages ACCENTS	_____ Did you add the appropriate accent marks?

Need Writing Support?

_____ Check IXL Lessons

_____ See Teacher

_____ Ask Advisor

_____ Peer Editor

_____ Mrs. Cobb is available for writing support at these times:
    3:45-4:30 on Monday, Tuesday, and Thursday in M-3 or M-7
    By appointment before school or during Flex

Last Updated 11/27/23