



# Essay Editing Checklist

## Introduction

- Presents and contextualizes the topic; grabs the reader's attention
- Thesis statement is clear
- Main ideas listed in the order they appear in the essay (optional)

## Paragraphs / Structure

- Order of paragraphs is logical
- One major idea per paragraph
- Topic sentence at beginning of each paragraph
- Quotes or references used to back up points are properly integrated
- Paragraphs are indented from the margin
- Transitional words or phrases used

## Conclusion

- Restates major ideas without repeating wording of introduction
- Refers back to the thesis statement and/or the introduction
- Does not introduce any new ideas
- Actually "concludes" rather than just "ends" the essay

## Citations

- Sources are cited for all quotations and for all information and ideas that are not common knowledge (even if they are written in my own words)
- Quotation marks and appropriate punctuation for direct quotations
- MLA, Chicago or APA guidelines for citing are correctly followed
- "Works Cited" (MLA), "Bibliography" (Chicago) or "References" (APA) page is properly formatted according to style guidelines

## Grammar, sentence structure, spelling, and punctuation

- Present tense verbs (when writing about literature)
- Consistency in verbs (not jumping around sentence to sentence)
- Subject-verb agreement
- No homonym errors (e.g., its/it's, there/their/they're, no/know)
- No comma splices; no fused (run-on) sentences; no fragments
- Correct spelling
- Correct punctuation (commas, apostrophes, quotation marks, question marks, periods)
- I checked it myself and didn't let the computer do it for me

## My common errors:

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