Editing Checklist—Portfolio Contents

Use this editing checklist for the papers in your portfolio to help 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 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 punctuation after the citation at the ends of phrases, clauses, and sentences?
  Ex. When Dupin says that “[p]erhaps, 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 that 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, if appropriate, 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?