



# Self-Editing Checklist



## GRAMMAR

- ☐ Subject-verb agreement
- ☐ No fragment and run-on sentences
- ☐ Pronoun-antecedent agreement
- ☐ Active voice prevails in the paper
- ☐ No exclamation marks
- ☐ Sentences have proper length

## CAPITALIZATION

- ☐ Proper nouns start with capital letters
- ☐ All paper headings have correct capitalization
- ☐ Sentences begin with a capital letter
- ☐ Essay title capitalized following required format
- ☐ Articles & coordinating conjunctions begin with lowercase letters

## SPELLING

- ☐ Words highlighted by a spell check are reviewed and corrected
- ☐ Commonly mixed word pairs (there-their, its-it's) are spelled correctly

## FORMATTING

- ☐ Paper has separate introduction, body paragraph(s) & conclusion
- ☐ 1 paragraph = 1 idea
- ☐ Each paragraph is fully developed
- ☐ Quotes & paraphrasings are properly cited
- ☐ Direct quotes are in quotation marks
- ☐ Long quotes follow a block quote format

## PUNCTUATION

- ☐ Commas are properly used to set off listed items
- ☐ Oxford comma is in place
- ☐ Every sentence ends with punctuation mark
- ☐ Colons & semicolons are correctly used
- ☐ In compound sentences, commas are before conjunctions

# Self Editing Checklist For High School Paper

**Xiaolong Qi**



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