

## *English IV AP*

### Human Paper - Self-Editing Checklist

#### General Notes:

- Review your teacher's comments from all three sections. Consider them in reference to the entire paper, not just exclusively to the one section.
- Visit the Writing Center to read successful samples. These are required to stay in the Writing Center.
- YOU determine the best way to organize this essay. Successful samples of more separated segments and synthesized segments have been provided.

#### Formatting:

- Do you have the correct MLA header on the left-hand side and page number on the right?
  - Insert→ Page Number→ Top of Page. Add your last name before the number
  - MLA Header (Does not go in the running header. Only on the first page):
    - Your First & Last Name
    - Teacher Name (spelled correctly)
    - English IV AP
    - Due Date
- Do you have a creative title? No, "Human Paper" is not acceptable. It should give some indication of the topic of the paper.
- Is your title formatting plain? No large fonts, underlines, italics, or bolding!!!
- Is the entire paper 12-point, Times New Roman font? Black?
- Did you remove all of the extra spaces between your paragraphs?
- Is the entire paper double-spaced? Printed only on one side?

#### The Essay

- Does the introduction to the essay include a relevant personal anecdote?
- Did you provide enough background information on your topic?
- Does your definition evolve in complexity throughout the essay?
- Is your definition consistent throughout?
- Did you use all **six (6) sources** in your essay to support your conclusion?
  - Three (3) literary
  - Three (3) periodical
- Are **ALL** of your quotes integrated into your own sentences?
- Did you cite **ALL** of the outside information? This includes both paraphrased and quoted information.
- Do your citations follow the formatting? It should look like this: "Quote" (Citation).
- Do your citations correctly match your works cited page?
- Do you have transitions between your body paragraphs?
- In your conclusion, did you restate your claim?
- Is your closing epiphany statement interesting? Relevant?

#### Works Cited Page:

- Is your works cited its own page? If not, make it its own page.
- Are the words Works Cited centered as a title?
- Are the entries in alphabetical order?
- Do all entries have a hanging indent?
- Is it double spaced throughout the entire document?
- Review each entry. Do they make sense?