

FINAL EDITING

GENERAL WRITING:

1. Use MLA format (see MLA Format handout).
2. Ensure the essay title is not simply stating the assignment or theme (Narrative Project or Suffering Builds Character). The essay title should not be underlined or in quotation marks.
3. Watch paragraph focus. Each paragraph should have a clear and specific focus.
4. Check tenses: use present tense for literary analysis, what the writer currently thinks, or situations that are currently happening; use past tense for everything else.
5. Check transitions. Each sentence should smoothly and logically flow into the next. Draw parallel slashes // where the transition between ideas is abrupt.
6. Delete: informal language, vague language (e.g. "things"), "I believe," "I think," etc.
7. Draw a wavy line under anything that is confusing or unclear.
8. Circle any inaccurate details, grammar/spelling issues (look carefully for items from the writer's skills list).

EXPOSITORY WRITING:

9. If applicable, ensure the essay has the title/author/genre in a logical place. Italicize/underline book titles (or other sources that are published as a whole; if you are referring to a text that is part of a larger whole (such as an article in a newspaper or a song on a CD, use quotation marks).
10. Use the full name the first time an author or character is mentioned. Subsequently, use an author's last name and the name that a character typically goes by in a book/film. Ensure all names are spelled correctly.
11. Check quote integration (LOOK AT QUOTE INTEGRATION SHEET EXAMPLES).
 - a. The quote should be embedded: a sentence with a quote should NOT start with a quotation mark, but context should introduce the quote.
 - b. Watch quote format (remember there are special rules if the writer uses dialogue with more than one speaker or if the writer quotes more than 4 lines of text).
12. The last sentence of each body paragraph should be a concluding statement for the body paragraph, not merely the end of the last example in the paragraph.

NARRATIVE WRITING:

13. Remember when formatting dialogue, each paragraph can have only one direct speaker. Eliminate any unnecessary speech tags ("he said") if it's clear who is talking and the tone is clear through the actual speech.