

PROOFREADING LIST FOR WRITERS

Essay # _____

NOTE: All page numbers refer to Diana Hacker's *A Pocket Style Manual*, 5th. Edition.

General Comments	
See me, please <input type="checkbox"/>	

Please apply the following proofreading points to your next essay:

Organization		
Thesis Focus & Location	For now, please put thesis at end of introduction. See template	
Subtopics	Make sure every subtopic directly supports the thesis for your essay; make sure subtopics are in the proper order	
Paragraph Unity	Make sure every sentence in a paragraph directly relates to the subtopic for that paragraph	
Paragraph Length	For now, a <u>minimum</u> of 8 sentences, please!	
Transitions	Put at beginning of each new paragraph. See template	

Evidence		
Use of Direct Quotes	See Hacker 20a (71); 30a (110-112)	
Insufficient Evidence	Not enough evidence to support your subtopic. Please add additional direct quotes, stats, facts, details, etc.	
Illegal Paraphrase	1) Read original source and take notes <u>in your own words</u> ; 2) put original source away; 3) write your paraphrase from <u>your notes</u> . See Hacker 29c (108-109) + class notes	
Evidence not in Context		

OVER

Punctuation		
Commas	17a) independent clause, (conjunction) independent clause 17b) dependent clause, independent clause 17c) separate 3+ items in a list See Hacker 58-59	
Semi-colons; full-colons	See Hacker 65-67; 67-68	
Apostrophes	See Hacker 68-71	
Titles in Quotes/Italics	Use quotes or italics whenever a title appears either on WC page <u>or</u> in body of paper: See Hacker 20b (71-72) + 23c (85-86)	

Grammar & Mechanics		
[Incomplete/Run-on Sentences]	Please 1) identify the mistake and 2) correct it. Do not re-print the essay--handwrite corrections into original only and show them to me	
Spelling	Read essay out loud + spell check	
Clarity	Read essay out loud; use one idea per sentence, whenever possible; keep sentences short(er) and clear	
Tenses	Pick one tense and stick to it whenever possible	
Person	Pick one person and stick to it whenever possible; for research papers, generally use 3rd singular <u>or</u> 1st plural	

MLA Style		
In-text Citations	See Hacker 120-127 + Workshop materials	
Works Cited Page (general)	Make sure WC page is 1) in alphabetical order by author or title; 2) entries are double spaced; 3) if entry goes to a second line, indent 5 spaces; 4) end <u>all</u> entries with a period.	
Works Cited Page (entries)	See Hacker 127-147 + workshop examples + Online Database Format Handout (for ProQuest, ReferenceLink, etc.)	
Signal Phrases	Always include in the same sentence as the quote itself (except for block quotes). See Hacker 112-115	
Spacing	Double space <u>everything</u> in your document, including Works Cited page	
Ellipsis	See Hacker 110-111	
Title of Essay	Title of essay reflects thesis focus and captures the reader's attention	