**Essay Checklist**

**Edited Standard Written English Minimum Requirements:**

\_\_\_\_\_ **End-of-sentence punctuation.** Your work contains no run-on sentences, fragments,

misused semi-colons, or comma splices (two independent clauses joined by a comma instead of by a period or a comma and conjunction).

\_\_\_\_\_ **Verb forms.** Plural singular verbs end with –s; regular past verbs end in –ed; helping

verbs are used, etc.

\_\_\_\_\_ **Verb tense.** You avoided confusing shifts in tense.

\_\_\_\_\_ **Subject-verb agreement.** Subjects and verbs agree in number in your sentences.

\_\_\_\_\_ **Pronoun form.** You correctly chose between *I* and *me*, *she* and *her*, etc.

\_\_\_\_\_ **Pronoun agreement.** Pronouns agree in number with their antecedents.

\_\_\_\_\_ **Apostrophe and plurals.** You used *apostrophe* + *s* for possessives and did not confuse the apostrophe with plural nouns.

\_\_\_\_\_ **Spelling**. (A typo counts as a misspelling).

\_\_\_\_\_ **Proper sentence sense.** No words are omitted, scrambled, or incomprehensible.

**Other Minimum Requirements:**

\_\_\_\_\_ I submitted my essay to Turnitin and reviewed the results.

\_\_\_\_\_ I used the rubric for this assignment to revise my work. I estimate my grade to be: \_\_\_\_\_ I wrote the essay in the person assigned (1st,2nd,3rd) I used academic wording and checked for tense consistency.

\_\_\_\_\_ I ran the essay through a spelling check.

\_\_\_\_\_ I ran the essay through a word count and it meets the minimum word count.

\_\_\_\_\_ I attached all required supporting documents (such as photocopies of all sources I cited in this essay) to this checklist.

\_\_\_\_\_ Photocopied sources are labeled with the title and author as they appear on my Reference List.

\_\_\_\_\_ All cited passages are highlighted on the photocopies.

\_\_\_\_\_ A correct heading is included on the first page, with my name, the instructor’s name, the course number, and date appearing on the first four lines of the top left side of the page.

\_\_\_\_\_ I wrote an original title.

\_\_\_\_\_ The title is centered and written between the heading and the first line of the paper.

\_\_\_\_\_ My work is typed, double-spaced, and uses Times Roman font in size 12.

\_\_\_\_\_ Margins are 1 inch on all four sides.

\_\_\_\_\_ I asked at least one other person to proofread the essay.

\_\_\_\_\_\_ I uploaded my assignment on Turnitin and checked for plagiarism errors in my draft before final submission