

Checklist for Writing, Editing, and Revising Final Paper

Basic Information for Paper

- Create snappy, relevant title for paper and put title at top of page
- Name is on paper
- Pages are numbered
- File name of Word document is titled appropriately with your full name and assignment
- Ensure Works Cited information is listed correctly in MLA format at end of document
 - Follow MLA citation guide information here:
https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html
 - Read pages accessible from the left-side menu: In-Text Citations, Formatting Quotations, Basic Format, Books & Periodicals

Introduction

- Author(s) of text(s)'s name, title of text(s), year of text(s) publication listed within first 2 sentences of intro
- Brief, specific summary of text's plot as related to your topic given in 1-3 sentences
- Keywords or terms, if applicable, are clearly introduced AND defined for readers
- If other pertinent resources are used significantly in paper, these resources' titles and authors are named in introduction as part of materials you are examining
- Original, debatable thesis of 1-2 sentences is at the end of introduction

Framing / Organization

- At beginning of each paragraph, topic sentences orient argument and subject matter of paragraph
- At end of each paragraph, concluding sentences exist and prepare reader for accepting ideas or taking a turn in thinking to the next paragraph
- Sufficient evidence is provided for each argument (not just a single quote)
- No "dropped quotes"
 - Each quoted passage includes a sentence or half-sentence that properly introduces the context of the quote and at least 1 sentence of analysis following, ideally more
- Paragraphs are not longer than 1 page nor shorter than 4 sentences
 - If paragraphs are longer, edit for concision or split the paragraph into two
 - If paragraphs are shorter, determine whether you need to combine paragraphs

Citation

- All quoted passages include parenthetical in-text citation using MLA format
- Summaries of passages include parenthetical in-text citation using MLA format
- Parenthetical in-text citation is within sentence itself (before the punctuation), NOT outside the punctuation
 - Correct → She concluded by saying "[a]nd thus, I conclude" (Yan 28).
 - Incorrect → She concluded by saying "[a]nd thus, I conclude." (Yan 28)
- Quotes are well synthesized in sentences
 - Use short quotes → These so-called "gentlemen" like Cruncher euphemistically state that their "trade" is in "a branch of Scientific goods" (Dickens 315).
- Avoid using block quotations of five lines or longer
 - If block quotation is necessary, not more than 1 or 2 in paper, and block quote followed by equal number of analysis sentences as sentences in quote used to analyze literary elements

Mechanics

- Split or revise long and run-on sentences
- Combine and revise short incomplete fragment sentences
- Ensure verb tenses are consistent and logical in each sentence
- Spell-checked words
- Avoided using the same word too many times in one sentence or paragraph
- Avoided vague terms like "this" or "that" or "it is" by referencing clear, precise subjects

Conclusion

- Does not merely sum up rest of paper
- Attempts to make a grander suggestion about the value of this work for the field of Victorian literary and cultural studies, for concerns of the present, or for literary studies as a whole