

## Checklist for Proofreading a Research Paper or Essay

Read the questions below, and make notes about your research paper.

- Did I look at the Checklist for this Assignment? Does my paper meet the requirements of organization, length, etc...
- Are all the words spelled correctly? Have I looked up the spellings when I was unsure?
- Are all names, addresses, and dates in my paper correct, every time I use them?
- Are all names of people and places, and other proper nouns, capitalized correctly?
- Does each sentence begin with a capital letter and end with a mark of punctuation?
- In quotations have I used the exact words of my source and placed them in quotations marks?
- Are all the citations within my paper written in proper citation format?
- Are all the entries on my Works Cited page properly formatted and alphabetized?
- Are my pages numbered?
- Does my paper have a title, correctly spelled and capitalized? Is my name included below the title?