**After Peer Edit, writer of essay must keep rough draft and this guide and turn in Monday Oct 24.**

**Proofreading Guide**

Use this guide and attach to the essay. Mark the essay and mark this guide to assist the writer of the essay.

**Organization**

* Is there a clear introduction, body, and conclusion?
* Does the introduction provide sufficient background for the reader?
* Is there a thesis sentence? Is the purpose of the essay clear?
* Author (B-D), Title, Genre included in intro?
* Does the essay move from general to specific?
* Are there sufficient transitions between related ideas?
* Is the overall organization murky or clean? In other words, does the writer avoid introducing new material in the conclusion or switching subjects in the middle of a paragraph in the body?
* Does every paragraph address the subject matter of the thesis in some way?
* What is the main point/big idea of the essay? Does it support the thesis? Or is the essay off topic?

**Content and Style**

* Is the length appropriate and adequate?
* Has the writer used sufficient examples and detail to make his or her points clearly?
* Has the assignment/prompt been addressed?
* Is the tone of the essay appropriate?
* Is the tone of the essay professional and appropriate?
* Is the language appropriate, convincing, clear, and concise?
* Has the writer used fresh language and a creative approach?

**Research and Sources**

* Are all sources credible?
* Is the research accurate, unbiased, and complete?
* Has the writer fully interpreted the findings?
* Has the writer commented on each source/quote used?
* Is the analysis based on hard evidence? Does the evidence support the point made and the thesis?
* Is the analysis free of faulty reasoning?
* Is the essay mainly a summary?
* Are the In-Line Citations of the essay correct?
* Are all quotations introduced? Is the flow of the essay seamless? Quotes embedded front and back?
* If material was paraphrased, are the sources still mentioned?

**Proofreading**

* Has the writer checked grammar and punctuation?
* Has the writer spell-checked the essay?
* Has the writer checked for his or her particular pattern of error?
* Are the page numbers correct?
* Is the title capitalized correctly?
* Has the writer used the correct margin and font?
* Has MLA style been followed?
* Has the writer eliminated Plague Words?
* Is there redundancy is the paragraphs? By the first word of the sentences? By the first words of paragraphs?