The "Before I Hand in My Paper" Checklist

**Before I hand in my paper, I must be able to answer "yes" to each of these questions.**

\_\_\_\_\_\_ Did I SPELL CHECK my paper?

\_\_\_\_\_\_ Did I PROOFREAD my paper, looking for grammar and spelling mistakes, missing

words, typos, etc.? (If needed, did I have a group member proofread my paper, too?)

\_\_\_\_\_\_ Did I type in 12 POINT FONT in TIMES NEW ROMAN?

\_\_\_\_\_\_ Did I DOUBLE SPACE EVENLY throughout the paper?

\_\_\_\_\_\_ Did I use 1 INCH MARGINS on all four sides of the page?

\_\_\_\_\_\_ Did I put my LAST NAME and the PAGE NUMBER in the top right-hand corner of

every page?

\_\_\_\_\_\_ Did I put CITATIONS after every direct quote and at least every paragraph?

\_\_\_\_\_\_ Do my in-text citations match up with my WORKS CITED page? (each source appears

both places)

\_\_\_\_\_\_ Did I put the pieces of my paper IN THIS ORDER...?

Title Page (only if 5 pages or longer)  
Body of paper---with heading: Name, Class and Hour, Date, Assignment  
Works Cited page  
Outline

\_\_\_\_\_\_ Did I E-MAIL a copy of my paper to Miss Bergman? ([cbergman@newton.k12.ks.us](mailto:cbergman@newton.k12.ks.us)) (as

an attachment OR copy-paste paper into the e-mail itself)

**IF YOU ANSWERED YES TO ALL QUESTIONS, YOU MAY TURN YOUR PAPER IN TO MISS BERGMAN.**