The "Before I Submit My Paper" Checklist

**Before I submit my paper electronically, 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 in ONE document?

Title Page  
Body of paper

Works Cited page

\_\_\_\_\_ Did I correctly name the document? (FirstName LastName Research Paper)

**IF YOU ANSWERED YES TO ALL QUESTIONS, YOU MAY NOW SUBMIT YOUR PAPER ELECTRONICALLY TO MISS BERGMAN.**

* Share the document on Google Drive in the class folder (Honors English III or General English III).
* Give Miss Bergman editing permission (the program defaults to this).