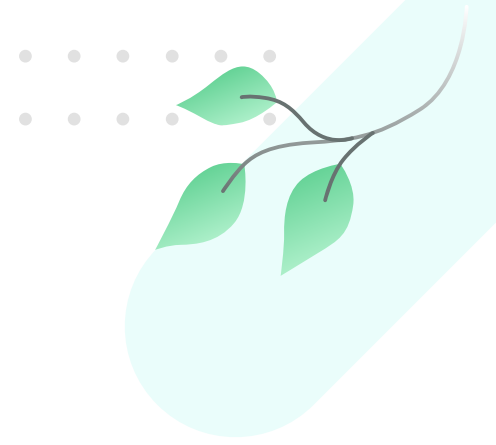

EDITING CHECKLIST



Capitalization

- Make sure each word in a title begins with a capital letter;
- Check if all proper nouns start with capital letters;
- Check if each sentence begins with a capital letter.

Spelling

- If Microsoft Word highlights some words, make sure they are spelled correctly;
- Make sure your paper is free from mistakes that are often mixed (too-to-two, its and it's, etc.).

Grammar

- Check if subjects and verbs agree in every sentence;
- Make sure all pronouns agree with antecedents;
- Double-check if every sentence is clear and accurate;
- Check if there are no run-on or awkward sentences in your paper;
- Make sure an active voice prevails in the paper.

Punctuation

- Make sure all commas are properly used;

- Double-check if every sentence has a correct punctuation mark;
- Check if all colons and semicolons are used properly in your paper.

Formatting

- Check if every paragraph is developed properly;
- Make sure all quotes follow the standards of the formatting style requested by your tutor;
- Check if all the ideas and insights taken from outside sources are properly cited.