# Before you SUBMIT, did you EDIT?

Complete the following checklist before submitting any essay!

Not every checkbox will apply, so ask your teacher with any questions!

## FORMATTING

☐ ☐Does it meet the word count minimum without exceeding the maximum?

☐ ☐Is the entire document double spaced?

☐ Is there a proper heading on the <u>top left</u> side?

    Properly formatted headings are organized as: Your name, teacher name, class, due date

☐ Does your paper have an informative, creative title?

    Titles are centered with no additional formatting

☐ ☐Are there page numbers (with your last name preceding) in the header on the top right side of every page?

**Notes:**

## ORGANIZATION

☐ ☐Does your introduction begin with an attention-getter that invites the reader in with a thought-provoking sentence?

☐ ☐Does the introduction preview the main point(s) of your essay?

☐ ☐Does the introduction end with a proper thesis statement?

    A proper thesis should be the backbone of your essay, directly stating its main point and purpose. It should be clear and detailed.

☐ ☐Do you use transition words and phrases to move from one paragraph to another?

☐ ☐Does your conclusion rephrase the thesis, reminding the reader of the point of your essay?

☐ Does the conclusion broaden out, explaining the purpose and importance of this essay?

**Notes:**

# RESEARCH

☐ ☐Do you use proper in-text citations for all research, including summaries and paraphrases?

> Proper in-text citations should match with the first entry of each citation in your Works Cited, with formatting to match

☐ ☐Do you include page numbers or reference numbers for books and print materials?

☐ Are you introducing works by their author and/or source information?

☐ Do you give proper credit throughout all paragraphs, using bookending where research is long?

> Bookending is used for long sections of research. It is where you introduce your research with the source and continue to remind the reader that the information is still from that source. It should end with a citation as well.

☐ Does the essay include a Works Cited page using a page break to put it on its own page?

☐ Does the Works Cited page contain proper formatting?

> Works Cited is centered at the top, double spaced, hanging indented, and following MLA format

☐ ☐Do your citations in the Works Cited match up with all in-text citations throughout your essay?

**Notes:**

# CONTENT

☐ ☐Look at the rubric. Do you meet all of this essay's requirements?

☐ ☐Do you demonstrate critical thinking in this essay?

☐ ☐If using research, are you using the APE model?

> Assert - Make a claim
> Prove - Prove this claim with research or evidence
> Explain - Explain how this support proves your claim

☐ ☐Did you give this your best effort? Does it reflect your best efforts?

**Notes:**

# lit & more

## Terms of Use

## Credits

## Other helpful resources:

### LIT & MORE WEBSITE

My blog houses free lesson plans, strategies, and ongoing discussions on engagement and inclusion in AP® Lit and ELA classrooms

### AP LIT® FULL COURSE RESOURCE

This best-selling resource offers a full year of short fiction, poetry, prose, and writing lessons to virtually eliminate planning time.

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Use these lessons to introduce individual AP® Lit skills to your students. Each includes an engaging media clip, sample poetry lesson, and suggested poems for expansion.

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