



Quick Edits! MLA Edition

Editing is the last step of the writing process. There are a number of issues to consider, from general formatting to spelling to citation use. The list of questions below will help you think through a number of editing tasks that will turn your final draft into a polished paper.

Paper Format

- Are all of your margins one inch in size? Microsoft Word defaults to 1.25 inches, so check your margin size in the "Page Layout" tab.
- Does your header contain your last name and page number? Does it appear in the upper right corner of the page?
- Is the paper double-spaced?

Clarity and Content

- Does your paper have an interesting title?
- Have you proofread for proper punctuation?
- Have you written out all contractions (e.g. don't => do not)?
- Do you use commonly confused words correctly? Review their/there/they're, its/it's, then/than, and others.
- Did you run spell check? Did you also check spelling of words that the program will not catch (e.g. using "formerly" when you really mean "formally")?

Citation and Source Use

- Does each source cited in your paper match up to a Works Cited entry?
- Are your direct quotes completely contained in quotation marks, followed by an in-text citation?
- Is your Works Cited page double-spaced?
- Do entries longer than one line appear with a hanging indent (tabbed)?