Paper checklist

My paper has:

___ my name on the first page
___ a title (not the title of the text you discuss)
___ just one staple in the upper left-hand corner
___ page numbers on all pages
___ double spacing (except for long quotes)
___ a normal, legible font (such as 12-point Times New Roman)
___ 1-inch margins on all sides

Throughout the paper I have:

___ underlined or italicized titles of major works (novel, film, play, epic poem)
___ placed titles of short works in quotation marks (short story, poem)
___ provided a page or line number for each citation
___ carefully cited and marked with quote marks material not written by me
___ spell-checked and proofread manually for grammar

If I have a long quote (a quote that is longer than 3 or 3½ lines of text), I have:

___ single spaced the quote, skipped a line before and after, and indented an extra ½ inch on each side.

Finally,

___ all of the material in this paper is my own, original writing, outside of clearly marked and attributed citations