

Last Minute Editing Checklist

- ✓ I checked that the names of people and places are spelled correctly.
- ✓ I ran a finger over each sentence to make sure my ending punctuation is clear and that the commas seem sensible and similar to those I see in books and articles.
- ✓ I looked at my quotes and compared the very specific punctuation to these models:
 - a. Introducing the source, then giving the quotation:

According to one witness, "The car came out of nowhere, and so did the brave bystander."
 - b. Tucking a quote into narrative/explanation:

A witness first claimed that "the car came out of nowhere," before adding, "and so did the brave bystander."
 - c. Leading with a quote, then adding narration/explanation:

"The man swept the dog right from under the car's wheels" was how witnesses described the incident.
- ✓ I indented or skipped lines to paragraph when the setting changes, when time changes, for a mood change, and expository paragraphs—for new ideas or examples.