**Humanities 9**

**Essay Checklist**

* My header includes (in proper order):
  + - my name (first and last)
    - teacher’s name (Mr./Ms. \_\_\_\_\_\_\_\_\_\_)
    - course name
    - date (day month year *without commas*)
* I have a (centered, capitalized) title with the name of the assignment
* There is pagination in the top right hand corner of each page (last name page #)
* The paper is:
  + - typed
    - the proper number of words
    - double spaced
    - has one inch margins
    - written in Times New Roman and 12 point font
* My paper begins with an introduction and ends with a conclusion
* I have defined the terms that I use (if I argue someone is a hero, I have defined “hero”)
* My paper includes direct examples from the text as well as quotes
* Each of my examples is cited using MLA parenthetical citations
* I have used the correct tense(s) consistently (literary present, historical past)
* The word “you” does not appear except in quotations
* I have checked for errors in spelling, punctuation, and capitalization
* All parts of the question(s) are answered