

# Editing Scavenger Hunt

- 1) No Contractions – (e.g. can't)
- 2) Abbreviations
  - a) These can only be used if you have used the word already and placed the abbreviation after it.  
(e.g. United States of America (U.S.A.))
- 3) Numbers 1-9 spelled out – (e.g. four is not 4, but 10 is ok )
- 4) Font – Size 12 Times New Roman
- 5) Extra Spaces – No extra spaces between paragraphs.
- 6) Title – You should have a title for your essay.
- 7) MLA Format
  - a) Header with Last Name and Page Number
  - b) Essay begins with:
    - i) Your Name
    - ii) My Name
    - iii) 8th ELA
    - iv) Date
- 8) Isms should be lowercase
- 9) In-text Citations
  - a) Novel Example (Taylor 97)
  - b) Article Example (Smith) – There should not be a page number.
- 10) Works Cited Samples:
  - a) ProQuest Staff. "Alternative Energy Sources Timeline." *Leading Issues Timelines*. 2013: n.p. SIRS Issues Researcher. Web. 25 Apr 2013.
  - b) Dearen, Jason. "Solar Industry Grapples With Hazardous Wastes." *Olympian* (Newspaper). 10 Feb 2013: n.p. SIRS Issues Researcher. Web. 25 Apr 2013.
- 11) Spelling – Run spell check and read through it!
- 12) Transitions throughout your entire essay.
- 13) Your essay must include the following items:
  - a) Attention Grabber
  - b) Anecdote
  - c) Background Information
  - d) Thesis
  - e) Topic Sentence x4
  - f) Details and Explanations
  - g) Wrap-ups x4
  - h) Concession/Rebuttal paragraph
  - i) Reworded Thesis
  - j) Summary
  - k) Revisited Anecdote
  - l) Connection to Reader
- 14) You must also have two sources. That means you must have at least two in-text citations.
- 15) Indented paragraphs.
- 16) Double Spaced
- 17) No I BELIEVE or I THINK!!!!
- 18) No personal pronoun outside of quotes (e.g. I, me, my, or mine)
- 19) Is it shared with Mrs. Brown and/or Mrs. Masters?
- 20) Read through your essay forward and backwards in order to get all of the errors.