**Formatting:**

* Do I have a line between separate paragraphs? Did I indent (put a tab at the beginning of) each paragraph
* Are my paragraphs left aligned?
* Have I correctly used the citation conventions specified by my teacher?
* Does my story have a title? Is it centered?
* Is anything **bold** or underlined? If so, I need to remove it.

**Dialogue Punctuation:**

* Have I used “quotation marks” every time a character speaks?
* Have I changed paragraphs every time the speaker changes?
* Are any of my dialogue tags capitalized?*Unless you are using a character’s name, they should not be.*

**Example:**

Incorrect: “Hi,” He said.

Correct: “Hi,” ~~He~~ he said. **(he is not capitalized).**

Correct: “Hi,” Amara said. **(Amara is capitalized here because it’s a name).**

* *Have I used italics to describe a character’s thoughts?*
* Have I used some kind of **punctuation** INSIDE my quotation marks, before the dialogue tag is used?

**Example:** “Hi there**,**”she said.

* Have I used a variety of **dialogue tags?** (words other than ‘said,’ like ‘cried,’ ‘exclaimed,’ ‘whispered’ etc.)

**Grammar and Punctuation:**

* Did I run a spellcheck? Are all of my words spelled correctly?
* Have I used capital letters at the beginning of every sentence?
* Have I used capital letters every time I include a character name?
* Have I used capital letters every time I have used the pronoun ‘I’
* Have I gotten rid of any super-long run-on sentences with no periods?
* Is there end punctuation at the end of every sentence (including every line of dialogue)?
* Do all of my pronouns make sense/are they used correctly?
* Have I read through my writing *at least* three times?