Theme Checklist

Before you submit the final copy of your theme, check each of the following areas. Attach this sheet to the rough draft materials.

_____ 1. I have double spaced my final draft.

_____ 2. I have followed the correct format for my title page and my Work Cited page.

_____ 3. I have repeated the title of my theme at the top of the first page of the final draft.

_____ 4. I have arranged the pages of the final materials and the rough materials in the proper order.

_____ 5. I have marked in pencil the outline divisions in both the rough and final drafts of my theme, placing the divisions in the left margin of each.

_____ 6. I have underlined my thesis and circled my focus in both drafts.

_____ 7. I have underlined the topic sentences of the body paragraphs in both drafts.

_____ 8. I have consecutively numbered the pages of the final draft and Work Cited page.

_____ 9. I have read my theme aloud and written and signed a pledge indicating so at the end of the final draft. [On my honor as a gentleman, I have read my theme aloud.]

_____ 10. I have included at least three quotations from the novel in my theme.

_____ 11. I have used internal documentation properly to indicate the source and page number of each of the quotations. [See Harbrace Handbook 34 g.]

_____ 12. I have checked the punctuation of each of the quotations to be sure I have used quotation marks and other marks of punctuation correctly.

13. I have checked my theme to eliminate the following:

_____ a. Contractions (these are inappropriate in formal writing)

_____ b. Slang expressions, such as a lot, guy, dad, kid, gym, etc.

_____ c. Verbs in the title of the theme

_____ e. Needless repetition of words such as change [use a thesaurus for synonyms]

f. Grammar errors such as the following:

_____ (1) sentence fragments, run-on sentences, or comma splices

_____ (2) pronoun-antecedent agreement

_____ (3) tense consistency

_____ (4) use of first or second person point of view (do not shift from third person; avoid I, you, and other forms of first or second person pronouns)