

Student Check List for Final Publication Draft

DIRECTIONS

1. Read over your work.
In the first column **ONLY**, check off what you have completed.
2. Give your work to a partner.
Ask her or him to look over your work and check off (in the second column) what is complete.
3. Go back to your final draft and fix what is missing.
4. Have your partner sign below.

YOUR CHECK	PARTNER CHECK	
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- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Font style is Times New Roman |
| <input type="checkbox"/> | <input type="checkbox"/> | Font is black |
| <input type="checkbox"/> | <input type="checkbox"/> | Font is 12 point size |
| <input type="checkbox"/> | <input type="checkbox"/> | Title of Piece is on 1st line |
| <input type="checkbox"/> | <input type="checkbox"/> | Your FULL name is on 2nd line |
| <input type="checkbox"/> | <input type="checkbox"/> | Spell checked |
| <input type="checkbox"/> | <input type="checkbox"/> | "i" changed to "I" |
| <input type="checkbox"/> | <input type="checkbox"/> | Capitalize all names, places, and first letter of a sentence. |
| <input type="checkbox"/> | <input type="checkbox"/> | Indent (press tab! Don't press space bar!) each paragraph |
| <input type="checkbox"/> | <input type="checkbox"/> | No space after a paragraph |
| <input type="checkbox"/> | <input type="checkbox"/> | Entire piece is aligned to the left — NOTHING is centered |
| <input type="checkbox"/> | <input type="checkbox"/> | ONE space after a period, final quotation mark, comma, etc. No space before. |
| <input type="checkbox"/> | <input type="checkbox"/> | File name is: Lastname.Firstname.FinalDraft |
| <input type="checkbox"/> | <input type="checkbox"/> | Your piece is "shared" with your teacher's email account. |

EXAMPLE OF WHAT THIS SHOULD LOOK LIKE

File name: Winfrey.Oprah.FinalDraft

Your Title	Putting Stars in the Hot Seat
Your Name	Oprah Winfrey
Indent	<p>People must believe it's rather easy to sit in a chair all day and listen to the wisdom flowing of the stars' mouths. Actually, the simple job of asking questions requires hours of preparation.</p> <p>Interviewers research their subjects before they sit down with them so the conversation builds on what the audience already may know. This</p>

Partner Name _____

Signature _____