**Literary Analysis Paragraph**

**Proofreading Contract**

A final draft is only final when it has been carefully proofread. This is a crucial skill to develop as a writer. In order to help you develop this skill, I will require you to proofread every final draft before submitting it.

If I find any of the following errors in your final draft, I will mark them as Error #1, Error #2, etc. When I get to Error #6, I will stop reading and return the essay to you. You will need to proofread again and resubmit it before I will consider it complete or begin grading it.

* MLA format with heading in upper left-hand corner
* Last name and page # in Times New Roman in upper right-hand corner
* Times New Roman, size 12, double-spaced
* No extra spaces between paragraphs
* Each new paragraph indented
* Author’s name spelled correctly
* Author’s name capitalized
* Titles of books in *italics*
* No spelling errors or typos
* No extra words that that you don’t notice
* First letter of each sentence capitalized

Suggestions for Proofreading

* Read your entire draft aloud to yourself.
* Read your draft backwards word-by-word.
* Use CTRL+F to find specific words or punctuation marks