

Step 4—Editing (often called proofreading):

At this point, your ideas are presented in a clear, logical manner with adequate supporting details to make your reader understand your point. Now it's time to look at conventions. Look for mistakes in spelling, punctuation, usage, capitalization, subject/verb agreement, and all those details that can hurt your grade and irritate your reader by making your ideas hard to follow. You may want to do this several times. It is also a good idea to seek help from other people. If you know you have problems with spelling, find someone who is good at it to help you.

Step 5—Publishing:

Now that the paper says what you want it to say and has no errors, it's time to write or type the final draft. Be sure to follow MLA format for margins, headings, and other publishing rules.

Congratulations, your paper is done! Put it aside at least over night. Then read it one last time to make sure you didn't leave out any words or make any typing errors. It's a good idea to compare your paper to the six trait rubric that teachers use in grading.