Conventions Editing Checklist
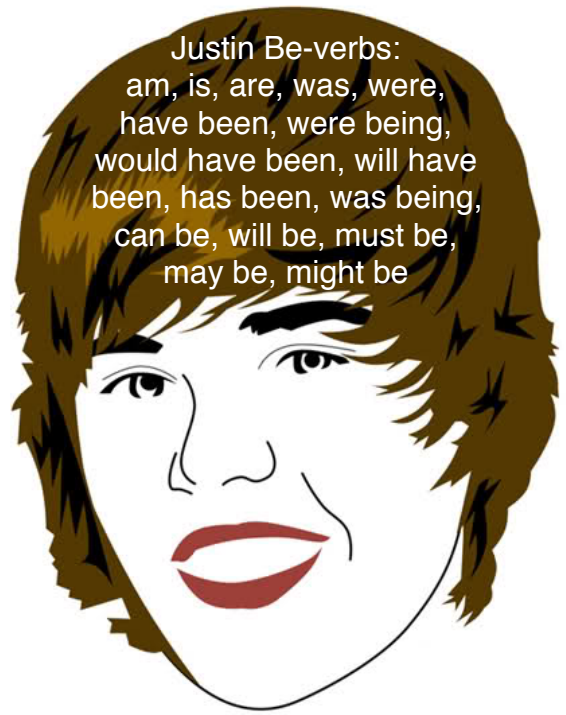
1.   i --> I

2.   your + noun
      you're = you are

3.   there + be verb
      there (place)
      their + noun
      they're = they are

4.   its + noun
      it's = it is

5.   contractions need apostrophes
      don't, can't, won't, isn't, etc.

6.   a lot (no such word as alot)

7.   Capitalize the first word of all sentences

8.   Run-on test:
      For each sentence, count the number of commas (,), "and", "or",
      "but", "so", "then"
      If there are 2 or more, check if you can replace with a period.

9.   Paragraphs indented with one tab

10.   1.5 space, 12 point plain font

11.   Title is centered at the top of the page

12.   Heading at the top right corner:
      Your Name   ex. Kim Wagner
      Class, Period   English, p2
      Date   10/10/2016

10-12 are required. You may make up to 5 errors of types 1-9. After that I start deducting points fast, because these kinds of errors make your paper a headache to read. This is not just me. This is all classes, always. By the end of this year you should not be making these errors at all, ever. Thank you so much for your attention to this important matter.

(Hint: use the Find function in Google Docs to check out all these words!)