

Checklist for Papers

The following is intended to help you remember some of the necessary steps that should be completed before turning in a paper. This list is not comprehensive-there are certainly other necessary steps. Nor is it definitive-some items may not apply to your specific assignment. But if you check "No" on any question, you should at least think twice about it.

YES NO

Basics

- Are all my pages stapled together? Is my name on the first page?
- Do page numbers appear in the upper right hand corner?
- Are there one-inch margins all around?
- Did I use a standard 10- or 12-pt. font (e.g., Times New Roman)?

Introduction

- Do I have an introductory paragraph?
- Does it introduce the whole paper and briefly explain the main topic?
- Is there a clear thesis statement?
- Does the thesis statement try to prove something?

Paragraphs

- Does each of my paragraphs have one major idea?
- Does each paragraph follow logically from the one before it?
- Are there transition sentences between paragraphs?
- Does each paragraph directly support the thesis?

Quotations

- Do I have quotation marks around every sentence copied directly from another source?
- Does each quotation have a citation directly after it? (e.g., footnote, parenthetical cite)
- Does each citation refer to a source listed in my bibliography?
- Is each quotation introduced in the text?

General

- Does my paper answer the question/topic specified by the professor? Does my paper address the larger significance of the topic?
- Have I cited ideas/observations from outside sources, even if I didn't quote them?
- Have I tried to make the paper interesting?
- Have I removed as many references to myself as possible?

Conclusion

- Do I have a conclusion?
- Does it summarize my major points and restate my thesis?

Bibliography

- Is my bibliography (or "works cited") on a separate page?
- Is each entry listed alphabetically by author's last name, or title?
- Are all titles *italicized*, underlined, or in "quotation marks" as appropriate?
- Have I included author, title, publishing info, and date for each book/article/encyclopedia?
- Have I included author, title, URL, and date of accession for each Web site?
- Do I have an equal number of print and Web-based sources?
- Have I considered the quality of my Web sites? (e.g., termpapers.com vs. harvard.edu) Do I have up-to-date books, articles, Web sites, and other sources?

Miscellaneous

- If I attached images or other examples, are they clearly labeled?
- If I attached images or other examples, are they referenced in the text of the paper?