**Checklist 1: Organization**

**Introduction:**

 **Yes No**

**\_\_\_\_\_\_ \_\_\_\_\_\_ Does my introduction proceed clearly from the opening to the thesis?**

In your introduction,

* Establish the issue (background)
* Include a time frame reference
* Provide some context (not to be repeated in a later argument)
* Conclude with your approved thesis statement.

**Arguments:**

 **Yes No**

**\_\_\_\_\_\_ \_\_\_\_\_\_ Does all information in my paper consistently relate to my thesis**?



**\_\_\_\_\_\_ \_\_\_\_\_\_ Does each body paragraph have a clear main idea that relates to the thesis?** Each argument should start with a clear topic sentence that relates directly to your thesis.

**\_\_\_\_\_\_ \_\_\_\_\_\_ Do all the details in the paragraph relate to the main idea?**

**\_\_\_\_\_\_ \_\_\_\_\_\_ Do the main ideas in the body paragraphs flow in a logical order?** Each point builds on the previous point (rather than circling back or repeating).

**\_\_\_\_\_\_ \_\_\_\_\_\_ Is each paragraph connected to the one before it?**

**\_\_\_\_\_\_ \_\_\_\_\_\_ Is all information in its proper place in my paper?** For example, I have nothing in one argument that would be better served in my introduction or conclusion, or in another argument.

**Conclusion:**

 **Yes No**

**\_\_\_\_\_\_ \_\_\_\_\_\_ Does my conclusion add value?**

One or more of the following strategies may help you write an effective conclusion:

* Synthesis: Connect your research to other research
* So what: Why is anything of this important? What might future research bring?
* Point to broader implications. For example, if your paper examines the Greensboro sit-ins or another event in the Civil Rights Movement, you could point out its impact on the Civil Rights Movement as a whole.

Do not:

* Begin with an unnecessary, overused phrase such as “in conclusion,” “in summary,” or “in closing.” Although these phrases can work in speeches, they come across as wooden and trite in writing.
* Restate your thesis.
* Introduce a new idea or subtopic in your conclusion.
* Include any information you’ve already included in your paper
* Summarize your paper
* Make sentimental, emotional appeals that are out of character with the rest of an analytical paper.
* Include evidence (quotations, statistics, etc.) that should be in the body of the paper.

**Checklist 2: Cohesion**

 **Yes No**

**\_\_\_\_\_\_ \_\_\_\_\_\_** Does the opening of the paper clearly connect to the broader topic and thesis? Make sure quotes or anecdotes serve a purpose.

**\_\_\_\_\_\_ \_\_\_\_\_\_** Are my claims clear? Are they supported with many, strong examples?

**\_\_\_\_\_\_ \_\_\_\_\_\_** Have I included support from research for each main point in my paper?

**\_\_\_\_\_\_ \_\_\_\_\_\_** Have I included introductory material before any quotations? Quotations should never stand alone in a paragraph.

**\_\_\_\_\_\_ \_\_\_\_\_\_** Does paraphrased and quoted material clearly serve to develop my own points?

**\_\_\_\_\_\_ \_\_\_\_\_\_** Are there any places where I have overused material from sources? Avoid multiple consecutive citations from the same source. This makes your paper a report, or series of reports, on someone else’s work.

**\_\_\_\_\_\_ \_\_\_\_\_\_** Does my conclusion make sense based on the rest of the paper? Make sure any new questions or suggestions in the conclusion are clearly linked to earlier material.

**Checklist 3: Style**

 **Yes No**

**\_\_\_\_\_\_ \_\_\_\_\_\_** My paper avoids excessive wordiness and redundancy.

**\_\_\_\_\_\_ \_\_\_\_\_\_** My sentences are varied in length and structure.

**\_\_\_\_\_\_ \_\_\_\_\_\_** I have avoided using first-person pronouns such as *I* and *we* and second-person pronouns such as *you* and *your*.

**\_\_\_\_\_\_ \_\_\_\_\_\_** I have used the active voice whenever possible.

**\_\_\_\_\_\_ \_\_\_\_\_\_** I have defined specialized terms that might be unfamiliar to readers.

**\_\_\_\_\_\_ \_\_\_\_\_\_** I have used clear, straightforward language whenever possible and avoided unnecessary jargon.

**\_\_\_\_\_\_ \_\_\_\_\_\_** I have avoided editorializing – showing my opinion usually through the use of unnecessary adjectives.

**Checklist 4: Grammar, Mechanics, Punctuation, Usage, and Spelling**

 **Yes No**

**\_\_\_\_\_\_ \_\_\_\_\_\_** My paper is free of grammatical errors, such as errors in subject-verb agreement and sentence fragments.

**\_\_\_\_\_\_ \_\_\_\_\_\_** My paper is free of errors in punctuation and mechanics, such as misplaced commas or incorrectly formatted source titles.

**\_\_\_\_\_\_ \_\_\_\_\_\_** My paper is free of common usage errors, such as *alot* and *alright*.

**\_\_\_\_\_\_ \_\_\_\_\_\_** My paper is free of spelling errors. I have proofread my paper for spelling in addition to using the spell-checking feature in my word-processing program.

**\_\_\_\_\_\_ \_\_\_\_\_\_** I have checked my paper for any editing errors that I know I tend to make frequently.

**Checklist 5: Citations and Formatting**

 **Yes No**

**\_\_\_\_\_\_ \_\_\_\_\_\_** Within the body of my paper, each fact or idea taken from a source is credited to the correct source.

**\_\_\_\_\_\_ \_\_\_\_\_\_** MLA: Each in-text citation includes the source author’s last name (or, where applicable, the organization name or source title) and page number if applicable. I have used the correct format of in-text and parenthetical citations.

**\_\_\_\_\_\_ \_\_\_\_\_\_** APA: Each in-text citation includes the source author’s last name and year of publication.

**\_\_\_\_\_\_ \_\_\_\_\_\_** Chicago: Each footnote includes the proper Turabian style citation that differs from the bibliographic citation at the paper’s end.

**\_\_\_\_\_\_ \_\_\_\_\_\_** Each source cited in the body of my paper has a corresponding entry in the works cited (MLA), references (APA), or bibliography (Chicago) of my paper.

**\_\_\_\_\_\_ \_\_\_\_\_\_** My works cited (MLA), references (APA), or bibliography (Chicago) section includes the proper heading and double-spaced, alphabetized entries.

**\_\_\_\_\_\_ \_\_\_\_\_\_** Each entry in my works cited (MLA), references (APA), or bibliography (Chicago) section is indented on the second line and all subsequent lines.

**\_\_\_\_\_\_ \_\_\_\_\_\_** Each entry in my works cited (MLA), references (APA), or bibliography (Chicago) section includes all the necessary information for that source type, in the correct sequence and format.

**\_\_\_\_\_\_ \_\_\_\_\_\_** My paper includes a title page.

**\_\_\_\_\_\_ \_\_\_\_\_\_** My paper includes a page numbers with my last name before each page number.

**\_\_\_\_\_\_ \_\_\_\_\_\_** The margins of my paper are set at one inch. Text is double spaced with no extra spaces between paragraphs and set in a standard 12-point font.

**Checklist 6: Final Review**

 **Yes No**

**\_\_\_\_\_\_ \_\_\_\_\_\_** All information presented relates specifically to my thesis.

**\_\_\_\_\_\_ \_\_\_\_\_\_**I have reviewed the rubric (see attached) and feel confident in all areas.

**\_\_\_\_\_\_ \_\_\_\_\_\_**My formatting is correct based on the requirements listed on the rubric.

**\_\_\_\_\_\_ \_\_\_\_\_\_**I have at least 5,000 words, excluding my title page and references list.

**\_\_\_\_\_\_ \_\_\_\_\_\_** I have at minimum 15 scholarly sources cited correctly.

**\_\_\_\_\_\_ \_\_\_\_\_\_** I have read my paper out loud to myself.

**\_\_\_\_\_\_ \_\_\_\_\_\_** Someone else has read my paper thoroughly and given me feedback.

**\_\_\_\_\_\_ \_\_\_\_\_\_**I have run my paper through Turnitin using the draft forum on Canvas. I know my unoriginality score MUST be under 30 percent, and I may not have any instances of seven or more consecutive, unoriginal words to be considered free from plagiarism.