A Checklist for Research Papers

☐ Is the title informative and appropriate?

☐ Is the thesis clear?

☐ Is the organization logical? If headings are used, are they consistent?

☐ Are sentences varied in length and structure?

☐ Are tone, voice, and diction consistent and appropriate?

☐ Are the transitions smooth from sentence to sentence and paragraph to paragraph?

☐ Are credible sources and evidence used? Is the supporting material suitable and persuasive?

☐ Are quotations, and paraphrased and summarized passages properly introduced with a signal phrase?

☐ Are visual materials – tables, figures, charts, maps, and the like – introduced before they appear in the text?

☐ Are long block quotations set off from the text?

☐ Is proper credit given to sources throughout?

☐ Does the paper consistently adhere to the style used?

☐ Were the instructions for the assignment – length, number, and kinds of resources to be used, directions for title page or documentation – followed carefully?