

Student Checklist for Research Paper

Attach this document to your paper. I WILL NOT accept your paper without a completed checklist.

Bonus: have someone else read this with you and go over each point. Your reader should initial each point that is evident in the paper.

Introductory Paragraph

- Includes the Essential Question rewritten as a declarative thesis statement; it is usually the last sentence.
- Includes one to three sentences articulating the general overview of the research

Body Paragraphs

- Follows the order of the outline
- Provides specific support from reputable sources.
- Each paragraph begins with a topic sentence that is a transition from the previous paragraph.
- Each point in the paragraph supports and references the topic sentence.
- Points are supported with specific source references/citations – two to three per paragraph.
- Quotations are correctly cited and tagged/introduced
- Data and other pieces of evidence are properly cited.
- Anecdotes are used in conjunction with empirical evidence

The Conclusion

- Supports, reiterates, and summarizes the thesis
- Leaves the reader with a memorable final point or strong impression of the writer's evaluation

Citations

- Includes an alphabetized Works Cited with complete and accurate citation entries.
- Includes a minimum of five sources; three different types (book, on-line, periodicals, interview...)
- Each paragraph contains two to three citations, either parenthetical or tagged.

Grammar, Mechanics, Organization

- Checked for proper *capitalization*, especially of all proper nouns
- Checked for proper *spelling*
- All *numbers* at the beginning of a sentence are written out.
- Avoids excessive use of *passive voice* in favor of *active verbs* (“She had brought the treats for the class.” Should read: “She brought the treats...”)
- Avoids *split infinitives* (“to once again put” Should read: “once again to put” or “to put once again”)
- Pronouns* and *antecedents* agree in number and person and are clearly identified (“The student brought *their* homework...” Should read: “The student brought his homework..”)
- Avoids *redundancy* in words, phrases and ideas (e.g. the same major word used twice in a sentence)
- Avoids *awkward phrasing*
- Related thoughts are grouped into *paragraph* of reasonable length
- It is obvious that the writer sought *streamlining* and *simplification*
- Provides *elaboration* and *explanation* of unfamiliar or unclear ideas or references
- Properly punctuated quotations
- Uses proper format for lengthy quotes
- Avoids abbreviations and contractions
- Uses proper format for dates
- Avoids first-person construction

Format

- 12-point font, Times New Roman
- One inch margins on top, bottom, left, and right

- ❑ Is the assigned number of pages (5-7) in length
- ❑ Is properly paginated (top right with last name only)