A Checklist for Research Papers

☐ If there is a title, is it informative and appropriate?

☐ Is the thesis clear? Is the organization logical? If headings and subheadings are used, do they consistently follow an accepted format?

☐ Are sentences varied in length and structure?

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

☐ Are transitions smooth from sentence to sentence, paragraph to paragraph, section to section?

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

☐ Does it adequately support the thesis?

☐ 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 quotations set off from the text?

☐ Is proper credit given to sources throughout?

☐ Does the paper consistently adhere to the style used (MLA, APA, Chicago, CSE, and so on) in format and in documentation, both within the text and in the reference list or list of works cited?

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