

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?