

## Paper-Writing Checklist for Self or Peer Response

Before submitting your paper, complete the following checklist and identify the specific criteria listed.

1. \_\_\_\_ Paper is organized and developed around an established unifying thesis or, for the sciences, around a research question or hypothesis. Identify the thesis with the symbol: TH
2. \_\_\_\_ Paragraphs are focused around a single, clearly stated idea that are linked to the thesis. Highlight the topic sentence of each paragraph in yellow.
3. \_\_\_\_ Paragraphs are linked with transitions that create and maintain coherence throughout the body of the writing. Identify transitions with the symbol:TR
4. \_\_\_\_ Introduction captures the audience's attention, introduces the topic, and provides direction to the focus of the piece.
5. \_\_\_\_ Conclusion summarizes the body of the piece and presents a final analysis that links back to the introduction. Identify where the conclusion links back to the introduction with the symbol: L
6. \_\_\_\_ Paper is written with an appropriate voice and tone as well as limits the scope of the piece for its intended audience and purpose
7. \_\_\_\_ Sentences are complete, coherent, and correctly punctuated, and follow correct grammar convention and usage standards
8. \_\_\_\_ Paper is written in third person unless otherwise instructed and uses active voice throughout. (If a lab report—it is written in past tense.) Mark any sentences that use passive voice with the symbol: PV

9. \_\_\_\_ There is an appropriate balance between source material and analysis in research papers.

For research format see *St. Martin's Handbook*.

10. \_\_\_\_ Sources are correctly and accurately cited in the required writing format style (APA, MLA, Chicago, Turabian)

11. \_\_\_\_ Quotations, paraphrases, and summaries are ethically cited and referenced within the text of the paper. **Highlight all quotations and paraphrases: pink**

12. \_\_\_\_ Works Cited, Bibliography, or Reference lists are correctly and accurately composed to style format requirements.

13. \_\_\_\_ Standard writing font is used (Courier 12 or Times New Roman 12).

14. \_\_\_\_ Paper meets required length and is formatted according the style format required:

MLA

entire text double-spaced

one-inch margins on all sides

no extra spacing between paragraphs

no title page/heading on first page instead

last name and number on top right of each page

APA

entire text double spaced

one inch margins on all sides

indent ½ inch for first line of paragraph

title page included

running head: short title upper left corner

page number in upper right

lab report headings: according to professor

Instructions

## Paper-Writing Checklist for Across Disciplines for Faculty Response

Before submitting your paper, complete the following checklist and identify the specific criteria listed. Remember to refer to the *St. Martin's Handbook* or go online to *Purdue OWL* should you have convention, formatting, research writing and documentation questions.

1. \_\_\_\_\_ Paper is organized and developed around an established unifying thesis or, for the sciences, around a research question or hypothesis. (CT Student's Position, CT Explanation of Issues, WC Content Development)
2. \_\_\_\_\_ Paragraphs are focused around a single, clearly stated idea that are linked to the thesis. (WC Content Development, WC Genre and Disciplinary Conventions)
3. \_\_\_\_\_ Paragraphs are linked with transitions that create and maintain coherence throughout the body of the writing. (WC Genre and Disciplinary Conventions, WC Control of Syntax and Mechanics)
4. \_\_\_\_\_ Introduction captures the audience's attention, introduces the topic, and provides direction to the focus of the piece. (WC Content Development, CT Explanation)
5. \_\_\_\_\_ Conclusion summarizes the body of the piece and presents a final analysis that links back to the introduction. If a lab report, the conclusion is valid given the data provided in the report. Important assumptions are identified and considered. (CT Conclusions, [QR Interpretation](#), QR Communication, QR Application/Analysis, QR Assumptions, WC Content Development)
6. \_\_\_\_\_ Paper is written with an appropriate voice and tone as well as limits the scope of the piece for its intended audience and purpose. (WC Genre and Disciplinary Conventions, WC Context of and Purpose for Writing)
7. \_\_\_\_\_ Sentences are complete, coherent, and correctly punctuated, and follow correct grammar convention and usage standards. (WC Control of Syntax and Mechanics)

8. \_\_\_\_ Paper is written in third person unless otherwise instructed and uses active voice throughout. If a lab report, it is written in past tense. (WC Context of and Purpose for Writing)
9. \_\_\_\_ There is an appropriate balance between source material and analysis in research papers. (CT Evidence, CT Influence of Context and Assumptions, WC Sources and Evidence)
10. \_\_\_\_ Sources are correctly and accurately cited in the required writing format style (APA, MLA, Chicago, Turabian, etc.) (WC Sources and Evidence, WC Genre and Disciplinary Conventions)
11. \_\_\_\_ Quotations, paraphrases, and summaries are ethically cited and referenced within the text of the paper. (CT Evidence, WC Genre and Disciplinary Conventions)
12. \_\_\_\_ Works Cited, Bibliography, or Reference lists are correctly and accurately composed to style format requirements. (WC Genre and Disciplinary Conventions)
13. \_\_\_\_ Standard writing font is used (Courier 12 or Times New Roman 12). (WC Genre and Disciplinary Conventions)

14. \_\_\_\_ Paper meets required length and is formatted according the style format required:

MLA

entire text double-spaced  
 one-inch margins on all sides  
 no extra spacing between paragraphs  
 no title page/heading on first page instead  
 last name and number on top right of each page

APA

entire text double spaced  
 one inch margins on all sides  
 indent ½ inch for first line of paragraph  
 title page included  
 running head: short title upper left corner  
 page number in upper right  
 lab report headings: as per professor's specifications

(WC Genre and Disciplinary Conventions, WC Content Of and Purpose for Writing)