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)