

Name \_\_\_\_\_

## RESEARCH PAPER CHECKSHEET

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Use the following questions to check the final copy of your research paper. Place a check mark in the blank beside each question as you move down through the list.

### General Requirements

- \_\_\_\_\_ • Is the **correct format** used on the title page?
- \_\_\_\_\_ • Is the pledge page **signed**?
- \_\_\_\_\_ • Are the title page, blank page or pledge page, outline, body of the paper, and list of works cited in the **correct sequence**?
- \_\_\_\_\_ • Is the body of the paper **500–600 words**?
- \_\_\_\_\_ • Is the **overall appearance** neat? Is the paper in a folder (if required)?
- \_\_\_\_\_ • Are the **margins** correct throughout? Are **page numbers** correct?

### Outline

- \_\_\_\_\_ • Does the outline include the **thesis** or **statement of purpose**?
- \_\_\_\_\_ • Are the points **parallel**? Do the main points of the outline **support** the thesis or statement of purpose? Does the outline match the body of the paper?
- \_\_\_\_\_ • Are the points of the outline in **complete sentences** (if required)?
- \_\_\_\_\_ • Is the outline in the **correct format**?

### The Body

- \_\_\_\_\_ • Is the **introduction** interesting? Does it include a **thesis** or **statement of purpose**? Is any necessary background information included?
- \_\_\_\_\_ • Does each **paragraph** have a topic sentence that clearly supports the thesis or statement of purpose? Do the details in the paragraph clearly support the topic sentence?
- \_\_\_\_\_ • Does the **conclusion** restate the thesis or statement of purpose and bring the paper to a logical end?
- \_\_\_\_\_ • Is the paper **coherent**? Are key words from the thesis or statement of purpose repeated? Are there smooth transitions between paragraphs?
- \_\_\_\_\_ • Are there at least two **citations** included in the paper? Is cited material introduced smoothly and documented correctly?
- \_\_\_\_\_ • Does the paper contain **run-on sentences** or **fragments**?
- \_\_\_\_\_ • Do the **subjects** and **verbs** agree? Are **verb tenses** consistent? Do all **pronouns** have antecedents? Are **modifiers** placed correctly?
- \_\_\_\_\_ • Were **concrete nouns** and **vivid verbs** used?
- \_\_\_\_\_ • Are there any **misspelled words**?
- \_\_\_\_\_ • Are there any errors in **capitalization, punctuation, or manuscript form**?

### List of Works Cited

- \_\_\_\_\_ • Are the entries **alphabetized** correctly?
- \_\_\_\_\_ • Are only those sources cited in the paper listed? Are all of the sources cited in the paper listed?
- \_\_\_\_\_ • Does each entry follow the proper **format**?