*Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date Submitted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Grade (Teacher Only) :*

Final Checklist for a Formal Research Paper

\_\_\_\_Punctuate your title correctly by capitalizing the first and last words of the title and all other

words except for articles, prepositions, and coordinating conjunctions. Do not underline,

italicize, or place quotation marks around the title. Do use appropriate punctuation for

the title of a published work if it is part of your title.

\_\_\_\_Write an effective opening with a strong claim statement.

\_\_\_\_In literary analysis, use present tense: Romeo’s decision indicates*.* . . .

\_\_\_\_When discussing historical context, use past tense: Hemingway died in 1961.

\_\_\_\_The first time you name the author of a work, give the author’s first and last name. For all

subsequent references, use only the author’s last name. Omit formal titles, such as Mr.,

Mrs., or Miss.

\_\_\_\_Never refer to an author by first name.

\_\_\_\_In literary analysis, give the author’s name and the title of the work(s) in your introductory

paragraph.

\_\_\_\_Write only in third person. Use *he, she, they, it*.

\_\_\_\_Do not use first or second person (*I think*, *in my opinion*, *you, your, our, we, us)*

\_\_\_\_Do not use contractions (*can’t*) or slang (*a lot*) or vague diction (*seems* or *thing*).

\_\_\_\_Use transitions to move smoothly from one paragraph to another.

\_\_\_\_Do not make self-conscious references to your paper, such as “In the following

paragraphs, it will be shown” or “As mentioned before.”

\_\_\_\_Write clear topic sentences for each paragraph.

\_\_\_\_Avoid plot summary in literary analysis, except when needed to support, explain, or clarify

an idea.

\_\_\_\_Use quotations sparingly.

\_\_\_\_Correctly integrate and internally document all paraphrases and quotations.

\_\_\_\_Be sure to have a lead-in for all quotations.

\_\_\_\_Remember to block quote where appropriate.

\_\_\_\_Make sure that all sources cited in the paper are listed alphabetically on the Works Cited

page and that all sources listed on the Works Cited page have been used in the paper.

\_\_\_\_Write an effective conclusion that lends finality to the paper while reaffirming its thesis.

\_\_\_\_Use proper format, including one-inch margins and double-spacing.

\_\_\_\_Check for correct usage, grammar, spelling, punctuation, and sentence structure errors.

\_\_\_\_Revise when necessary so that the final draft contains polished, insightful, and well-

phrased sentences.

\_\_\_\_Proofread your research paper one last time before you turn it in.

\_\_\_\_Attach a Works Cited Page that presents alphabetized entries and follows MLA protocols