

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 thesis 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.