

TERM PAPER CHECKLIST

- _____ 1. Does my introductory paragraph get the paper off to a flying start?
- _____ 2. Does the introductory section state specifically the purpose of my paper?
- _____ 3. Have I developed the body of the paper according to the outline?
- _____ 4. Does each paragraph link up with the previous and following paragraphs?
- _____ 5. Does each paragraph have one central thought?
- _____ 6. Are the lengths of my sentences varied to avoid monotony?
- _____ 7. Have I refrained from drawing too much material from one source?
- _____ 8. Does the language sound like my own?
- _____ 9. Have I eliminated meanderings and unnecessary repetitions?
- _____ 10. Does the paper accomplish my objective as stated in the opening paragraph?
- _____ 11. Do my conclusions rest on the evidence presented in the paper?
- _____ 12. Do all comments of my own stem from my findings?
- _____ 13. As I read it over, is my paper clear – does it make sense?
- _____ 14. Is it interesting to read?
- _____ 15. Does the paper reflect my best effort?
- _____ 16. Is my paper's physical presentation neat and attractive?
- _____ 17. Is it grammatically free from errors?
- _____ 18. Have I proofread the paper to double-check spelling and punctuation?
- _____ 19. Are the pages, except page 1, numbered in the upper right-hand corner in the correct order?
- _____ 20. Have I checked the accuracy of my quoted material?
- _____ 21. Are short quotations set off in quotation marks?
- _____ 22. Are longer quotations indented and set off in single-spaced type with no quotation marks?
- _____ 23. Does each quotation carry a footnote reference?
- _____ 24. Is the bibliography in correct form?
- _____ 25. Is one method of numbering footnotes used consistently throughout the paper?
- _____ 26. Have I double-checked the accuracy of these footnotes?