



WRITER'S ALLEY

## Research Paper Checklist

### Introduction/Thesis

- Is the best type of introduction used?
- Does the introduction gain attention and provide significance and interest for the reader?
- Does the introduction contain a clear and sophisticated thesis? Is it persuasive?
- Does the thesis address a relevant issue?
- Does the thesis establish a stance toward the issue?
- Does the introduction/thesis preview the paper to create a sense of organization?

### Organization

- Are the paragraphs logically organized? Is the most logical organizing structure used?
- Are related ideas kept together? Does the paper avoid the sense of jumping from one point to the next?
- Are transitions used appropriately to create a sense of flow from one idea to another?

### Body Paragraphs

- Do the paragraphs have clear topic sentences? Are all ideas within the paragraph related directly to the topic sentence?
- Does each point have sufficient support? Does the support appear to be relevant, unbiased, representative, and easily understood?
- Are sufficient connections made among ideas to show synthesis and to create a sense of cohesion?
- Does the body of the paper reflect accurate knowledge and research of the topic?
- Is there sufficient depth in the coverage of the topic? Is the information specific?
- Is the information presented in a clear and professional manner, avoiding sarcasm, name calling, and belittling language?
- Are logical fallacies avoided? Are there gaps in the coverage of the topic, which need to be addressed?

### Counterarguments

- Are counterarguments presented in a clear manner?
- Is it easy to differentiate between counterarguments and the student writer's points?
- Are counterarguments dealt with effectively?
- Does the writer's voice remain professional and effective?

### **Conclusion**

- Is the most appropriate type of conclusion used?
- Does the conclusion tie all parts of the paper together?
- Does it avoid offering new information?
- Does the conclusion reinforce the topic and make it relevant? Does it leave the reader with something to think about?

### **Documentation**

- Has all information from sources been cited properly?
- Has the proper citation format been followed for parenthetical, in-text documentation?
- Is it easy to tell what information came from sources through use of quotation marks, introduction of sources, and documentation? Is all source material explained and related to the student writer's points?
- Is the Works Cited/Bibliography/References page formatted correctly according to conventions assigned in the class?
- Does the paper make use of a sufficient number and variety of sources? Do the sources seem credible, valid and unbiased? Or have concerns with the sources been addressed in the paper?

### **Mechanics**

- Does the paper show evidence of thorough editing and proofreading?
- Are sentences clear, concise and grammatically correct?
- Is proper grammar used to create a professional image?
- Are typos and spelling errors avoided?

### **Format**

- Is the paper neat?
- Does it follow guidelines for spacing, font, headers and cover page?
- Does it include all of the elements required in guidelines, including an outline?
- Has the paper been formatted in a way that makes it appear professional and easy to follow?
- Have block quotes, visuals, and lists been formatted correctly according to handbook recommendations?