**Paper-Writing Checklist for Self or Peer Response**

Before submitting your paper, complete the following checklist and identify the specific criteria listed.

1. \_\_\_\_\_Paper is organized and developed around an established unifying thesis or, for the sciences, around a research question or hypothesis. Identify the thesis with the symbol: TH
2. \_\_\_\_\_Examples are used to support and to show the truth of the claims of the thesis. Identify each example with the symbol: E.
3. \_\_\_\_\_Paragraphs are focused around a single, clearly stated idea that are linked to the thesis. Highlight the topic sentence of each paragraph in yellow.
4. \_\_\_\_\_Paragraphs are linked with transitions that create and maintain coherence throughout the body of the writing. Identify transitions with the symbol:TR
5. \_\_\_\_\_Introduction captures the audience’s attention, introduces the topic, and provides direction to the focus of the piece.
6. \_\_\_\_\_Conclusion summarizes the body of the piece and presents a final analysis that links back to the introduction. Identify where the conclusion links back to the introduction with the symbol: L
7. \_\_\_\_\_Paper is written with an appropriate voice and tone as well as limits the scope of the piece for its intended audience and purpose
8. \_\_\_\_\_Sentences are complete, coherent, and correctly punctuated, and follow correct grammar convention and usage standards
9. \_\_\_\_\_Paper is written in third person unless otherwise instructed and uses active voice throughout. (If a lab report—it is written in past tense.) Mark any sentences that use passive voice with the symbol: PV
10. \_\_\_\_\_Outside source materials are of the quality and quantity required for the assignment.
11. \_\_\_\_\_There is an appropriate balance between source material and analysis in research papers.

For research format see *St. Martin’s Handbook*.

1. \_\_\_\_ Sources are correctly and accurately cited in the required writing format style (APA, MLA, Chicago, Turabian)
2. \_\_\_\_\_Quotations, paraphrases, and summaries are ethically cited and referenced within the text of the paper. Highlight all quotations and paraphrases: pink.
3. \_\_\_\_\_Works Cited, Bibliography, or Reference lists are correctly and accurately composed to style format requirements.
4. \_\_\_\_Standard writing font is used (Courier 12 or Times New Roman 12).
5. \_\_\_\_\_Paper meets required length and is formatted according the style format required:

MLA APA

entire text double-spaced entire text double spaced

one-inch margins on all sides one inch margins on all sides

no extra spacing between paragraphs indent ½ inch for first line of paragraph

no title page/heading on first page instead title page included

last name and number on top right of each page running head: short title upper left corner

 page number in upper right

 lab report headings: according to professor

 Instructions

**Paper-Writing Checklist for Across Disciplines for Faculty Response**

Before submitting your paper, complete the following checklist and identify the specific criteria listed. Refer to the *St. Martin’s Handbook* or go online to *Purdue OWL* should you have convention, formatting, research writing and documentation questions.

1. \_\_\_\_\_Paper is organized and developed around an established unifying thesis or, for the sciences, around a research question or hypothesis.
2. \_\_\_\_\_Examples are used to support and to show the truth of the claims of the thesis.
3. \_\_\_\_\_Paragraphs are focused around a single, clearly stated idea that are linked to the thesis.
4. \_\_\_\_\_Paragraphs are linked with transitions that create and maintain coherence throughout the body of the writing.
5. \_\_\_\_\_Introduction captures the audience’s attention, introduces the topic, and provides direction to the focus of the piece.
6. \_\_\_\_\_Conclusion summarizes the body of the piece and presents a final analysis that links back to the introduction.
7. \_\_\_\_\_Paper is written with an appropriate voice and tone as well as limits the scope of the piece for its intended audience and purpose.
8. \_\_\_\_\_Sentences are complete, coherent, and correctly punctuated, and follow correct grammar convention and usage standards.
9. \_\_\_\_\_Paper is written in third person unless otherwise instructed and uses active voice throughout. (If a lab report, it is written in past tense.)
10. \_\_\_\_\_Outside source materials are of the quality and quantity required for the assignment.
11. \_\_\_\_\_There is an appropriate balance between source material and analysis in research papers.
12. \_\_\_\_ Sources are correctly and accurately cited in the required writing format style (APA, MLA, Chicago, Turabian, etc.)
13. \_\_\_\_\_Quotations, paraphrases, and summaries are ethically cited and referenced within the text of the paper.
14. \_\_\_\_\_Works Cited, Bibliography, or Reference lists are correctly and accurately composed to style format requirements.
15. \_\_\_\_Standard writing font is used (Courier 12 or Times New Roman 12).
16. \_\_\_\_\_Paper meets required length and is formatted according the style format required:

MLA APA

entire text double-spaced entire text double spaced

one-inch margins on all sides one inch margins on all sides

no extra spacing between paragraphs indent ½ inch for first line of paragraph

no title page/heading on first page instead title page included

last name and number on top right of each page running head: short title upper left corner

 page number in upper right

 lab report headings: as per professor’s

 specifications