

CHECKLIST FOR SCHOLARLY WRITING

- Does my introduction invite the reader into my paper by beginning broadly then narrowing to the main point? (funnel)
- Is my thesis statement clear and does it provide a blueprint for the rest of the paper?
- Is my tone (my attitude toward my subject) objective?
- Do I avoid emotionally-laden language (“horrifying,” “wonderful,” “lazy” ...) and slang?
- Do I avoid using words like “I,” “you,” and “we” in my research papers?
- Are my sentences clear and succinct and do I avoid wordy, passive sentences?
- Are all of my ideas connected (sentence-to-sentence and paragraph-to-paragraph)? (coherence)
- Do all of my paragraphs have topic sentences?
- Are all of my topic sentences connected back to my thesis statement?
- Within each paragraph, do all sentences support the topic sentence?
- Have I used transitions when I move on to a new topic?
- Does my writing “flow”? (coherence)
- Did I cover my topic in adequate depth?
- Are my main points clear?
- Did I support my points with reputable/scholarly sources?
- Did I cite these sources throughout my paper?
- Does my conclusion answer the question, “So what?”
- Did I *effectively* proofread my paper (wait 24 hours, print hard copy, read aloud slowly)?
- Is my paper free of typos and grammatical mistakes?
- Did I use APA format throughout?
- Did I paraphrase adequately and avoid over-quoting?