

RESEARCH ESSAY CHECK-OFF SHEET

NAME:

DATE:

PUT THIS SHEET AFTER YOUR COVER PAGE.

1. Write the thesis sentence of your research essay (the same as it is in your essay).

2. Have you underlined the topic sentence in each paragraph?

(Circle one.) **yes** **no**

3. Have you put quotation marks around all language from a source and cited the source in a parenthetical citation in your text?

yes **no**

4. Have you introduced all of the quotations and explained the point you are making in using each quotation?

yes **no**

5. For all ideas or information that is paraphrased (not quoted) from a source, have you cited the source in a parenthetical citation in your text?

yes **no**

6. Have you checked to see that each entry in the List of Works Cited has the proper format?

yes **no**

7. Do all the works listed on the Works Cited page have parenthetical citations in the text?

yes **no**

8. Have you attached, at the end of the essay, pages from the sources, with the sections you used underlined or marked out in some way (for example, with a yellow marker)?

yes **no**

9. Write down the essay's total wordcount (including quotations): _____

10. Have you proofread your paper? **yes** **no**

11. If you have used a spellchecker, have you also checked the spelling yourself, to find errors the spellchecker does not find [for example: their, there]? **yes** **no**

12. Are all your paraphrases from sources stated in your own words and not in the words of the source?

yes **no**

13. Have you stated the ideas in the essay as clearly as possible? (Is your writing clear?)

yes **no**