

Research Essay Checklist

Formatting:

- Does your essay have an intriguing title that is correctly formatted?
- Is your essay written in Times New Roman 12 point font and double spaced?
- Have you indented the first line of each paragraph and removed any empty lines (double returns) between paragraphs?
- Does the first page include your first and last name, instructor's name, course name and submission date in the top left-hand corner?
- Is your last name and a page number in the top right-hand corner of every page?
- Are visual materials (e.g. photographs, charts) included near the part of the essay in which they are mentioned?
- Do your visual materials have properly formatted captions?

Introduction:

- Have you provided a general introduction to your topic?
- Did you clearly state your thesis?
- Does your thesis properly address the research question?
- Did you outline your supporting points in the order that you will discuss them in your essay?

Body:

- Do each of your body paragraphs provide evidence that supports your thesis?
- Are your supporting paragraphs organized in a logical and impactful manner?
- Do all paragraphs have an introductory sentence that clearly states the supporting point being addressed?
- Do all paragraphs have a concluding sentence that meaningfully connects the paragraph to the central argument?
- Do all paragraphs provide analysis of the main point that strengthens or explains the central argument?

Conclusion:

- Do you summarize your argument without simply repeating what was said in your introduction?
- Is your conclusion free of off-topic information?
- Do you make larger connections?

Style/Editing/Proofreading:

- Is your language formal?
- When read aloud, does your writing flow properly?
- Have you double checked your grammar and spelling?
- Have you edited out any unnecessary words and content?

Documentation of Research:

- Did you provide a citation for all borrowed information?
- Are your citations properly formatted?
- Have you used enough RELIABLE sources of information?
- Did you include a properly formatted List of Works Cited on a separate page at the end of your essay?