Help Centres – English Support

Research Paper Checklist

TOPIC
- Does the subject fall within guideline parameters and/or been approved by your instructor?

OUTLINE
- Is there a clear thesis statement?
- Are the elements of the outline logically connected?
- Does each element of the outline relate to the thesis statement?

TEXT

- **INTRODUCTION:** After a hook and background information, the introductory paragraph typically ends with a thesis statement

- **THESIS:** One/two sentence statement declaring the focus/argument of the paper
    - Is the statement clear and direct?
    - Does the thesis follow from the background information?
    - Is the thesis length adequate for the paper?

- **BODY:** Topic sentence states purpose and argument of paragraph
    - Develops one point/idea
    - Logically organized
    - Relates to thesis statement
    - Good transition between paragraphs
    - Entire paragraph focused on thesis

- **EVIDENCE/SUPPORT**
    - Body has evidence/details to support the argument
    - Analysis of evidence is logical
    - Have scholarly sources been used?

- **QUOTATIONS (Direct, Paraphrases and Summaries)**
    - Each quote – direct, paraphrase and summary – is relevant
    - Quotes are well integrated into the paragraph
    - Direct quotes of four lines or longer are offset
    - All quotes are cited

- **CONCLUSION**
  - Paper ends with an appropriate conclusion
  - The thesis is paraphrased
  - Besides summarizing the paper, the conclusion suggests the significance of the argument in order to present a sense of closure to the text

- **IN-TEXT CITATIONS AND REFERENCES/WORKS CITED PAGE**
  - Are citation conventions consistently and correctly applied?
  - Is the Works Cited/References page properly formatted?

- **STYLE**
  - Sentence structure is clear and complete
  - Transitions between sentences and paragraphs are logical
  - Active voice is primarily used
  - Verb tense is accurate
  - Subject-Verb agreement is perfect
  - Pronoun antecedent is obvious

- **PRESENTATION**
  - Appearance is attractive
  - Paper is formatted in accordance to required conventions (APA, MLA, etc.)
  - Complete absence of spelling mistakes and other typographical errors