



Checklist for Academic Writing

- Did I fully understand the question and what I am supposed to do?
- Do I know what type of paper I must write?
- Does my paper have an interesting and appropriate title?
- Do I have an introduction, paragraphs, a conclusion, and bibliography?
- Is the most important idea clearly stated in my introduction?
- Is my first paragraph interesting? Does it make the reader want to keep on reading?
- Does each paragraph have a clear topic sentence that is related to the main idea of the research paper?
- Is there a clear plan for the order of the paragraphs? (like the order of importance or the chronology of the story)
- Is everything spelled correctly?
- Are all the quotes properly listed in my bibliography?
- Are there any extra words, sentences or paragraphs that do not add to the paper and should be deleted?
- Do the ideas build, so that by the end of the paper the reader understands more than at the beginning?
- Is the concluding paragraph interesting? Does it leave an impression on the reader?
- Does the paper make a point?
- Has somebody proofread my paper for spelling, punctuation, grammar etc.?
- Essay format:
 - Does my paper structure conform to my institution's?
 - Have I completed the Title page?
 - Table of Contents (if necessary)?
 - List of references (Bibliography)?
 - Is every in-text quotation listed in the references?
 - All important information (Statistics, figures, pictures) referenced?