
Academic Writing Checklist

Refer to this checklist prior to submitting academic papers.
While some requirements may differ based on your assignment, this is a good place to start.

Please note that this is only a general guide. If you have any questions about your written assignments and/or the expectations set for academic writing in your course(s), refer to your syllabus and **ask your professor!**

Content

- ___ Does my paper have a creative title?
- ___ Do I have a strong introduction that draws in the reader?
- ___ Do I pose my research questions and/or thesis statement in the introduction?
- ___ Have I written clear subheadings that divide my paper into logical sections?
- ___ Have I written good transition sentences between subheadings?
- ___ Have I answered my research questions and/or stayed on topic throughout the paper?
- ___ Have I written a conclusion that brings the paper to a solid ending?
- ___ Do I have citations wherever they are needed throughout the paper?
- ___ Are all the references I used in the paper included on the citation list (and vice-versa)?

Style

- ___ Is my paper in the correct order? (Title Page, Abstract, Introduction, Body, Conclusion, Appendices)
- ___ Is each citation in the correct style consistently throughout the paper? (APA, MLA, Chicago, etc.)
- ___ Is my language formal and does it avoid everyday speech?
- ___ Do I have any subheadings that are by themselves at the bottom of a page? (If so, enter to be at the top of the next page).
- ___ Have I used spell check and re-read the paper for spelling and grammar errors?
- ___ Are my sentences clear, concise, non-repetitive, and varying in structure?
- ___ Have I used vocabulary that I know and understand?
- ___ Are my pages numbered (if required) and do my margins and font style meet my professor's and/or citation style requirements?
- ___ Have I done a thorough job editing the paper in multiple iterations?