**ESSAY CHECKLIST**

**For all formats:**

1. Do you have the correct name of the class? (Argument and Persuasion) \_\_\_\_\_\_\_\_
2. Have you spelled my name correctly? (Prof. Brennan, no first name) \_\_\_\_\_\_\_\_\_\_
3. Have you indicated your thesis statement? \_\_\_\_\_\_\_\_
4. Did you meet, but not exceed, the page length requirement? \_\_\_\_\_
5. Does your Works Cited/References page begin on a separate page? \_\_\_\_\_\_
6. Do you have **at least** five sources? \_\_\_\_\_\_
7. Have you cited each source at least once? \_\_\_\_\_
8. Do you have the header in the top right hand corner? \_\_\_\_\_\_
9. Are all five sources cited at least once? \_\_\_\_\_\_
10. Are the sources alphabetized correctly? \_\_\_\_\_\_
11. Is it correctly left-justified? \_\_\_\_\_\_\_
12. Is your Works Cited (not **Work** Cited) page indented and also double spaced? \_\_\_
13. Is everything else double-spaced? \_\_\_\_\_\_\_\_
14. Are the font, print color, and margins consistent? \_\_\_\_

[MLA Sample Paper](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/documents/20190822MLASamplePaper.pdf)

(This example is for format purposes only. The content uses the first person narrative, which isn’t allowed in this class).

**APA only**

1. Do you have the right information on the title page? \_\_\_\_\_\_\_\_
2. Do you have an abstract? \_\_\_\_\_\_\_\_
3. Do you have a running header? \_\_\_\_\_\_\_\_
4. Do you have a References page? \_\_\_\_\_\_\_\_
5. Are the sources alphabetized correctly? \_\_\_\_\_\_\_\_
6. Are the sources left-justified? \_\_\_\_\_\_\_\_

[Sample APA Paper](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/documents/APA%207%20Student%20Sample%20Paper.pdf)

**Proofreading**

1. Have you proofed a printed, hard copy? \_\_\_\_\_\_\_\_
2. Have you read the paper aloud? \_\_\_\_\_\_\_\_
3. Have you had someone else proof the paper? \_\_\_\_\_\_\_
4. Have you run Spell Check? \_\_\_\_\_\_\_
5. Have you made sure that all of your sources’ names are consistent and spelled correctly? \_\_\_\_\_
6. Have you made sure the font and text-color is consistent throughout? \_\_\_\_\_\_\_
7. Have you closed all quotation marks and parentheses? \_\_\_\_\_\_\_
8. Have you **completely** searched the paper for **any** use of the first-person narrative (I, we, us, our) and eliminated it? \_\_\_\_\_\_
9. Have you **completely** searched the paper for the use of “you” or “your?” and eliminated it? \_\_\_\_\_\_
10. Have you carefully read for instances of passive-voice and corrected them? \_\_\_\_\_\_
11. Is your paper free of colloquialisms like “nowadays” and “back in the day?” \_\_\_\_\_\_\_
12. Is your paper free of meaningless phrases like “that having been said,” “…isn’t going away any time soon,” “the issue at hand,” “in today’s society,” “As previously mentioned,” “in conclusion,” “Since the beginning of time” etc.? \_\_\_\_\_\_
13. Have you correctly punctuated the titles of articles (quotation marks) and books/magazines (italics)? \_\_\_\_\_ [You can learn about it here.](https://owl.purdue.edu/owl/general_writing/punctuation/punctuation/index.html) (Scroll down all the way).
14. Is your paper free of personal anecdotes? \_\_\_\_\_\_
15. Have you included signal phrases to introduce a quotation?
16. Are there clear transitions between paragraphs?