The General Checklist
Adapted from Appendix B in *Writing for Sociology* (2nd Edition)

You should check for all of the following before turning in any paper:

___ The introduction accurately reflects the argument and structure of the paper.

___ Each sentence contributes to the paper. You have removed anything that is redundant or tangential.

___ You have used simple language instead of jargon. If you have used specialized terms you have defined them in clear, straightforward terms.

___ If you have discussed other authors, you have accurately represented their work. This means that you have doubled checked the context of all quotes to make sure that you have not taken anything out of context or misconstrued any points.

___ Each paragraph is organized around a single main point, and includes a topic sentence that states this clearly.

___ You have checked to make sure that each point you have made has been adequately defended, either with an example, a reference to the text, or a few explanatory sentences.

___ You have checked for inconsistencies, gaps, and flaws in your arguments. As part of this, you have considered counter-arguments for each of your points.

___ The conclusion sums up the main points of the paper.

___ The paper is formatted with a commonly used font like Time New Roman 12. It is doubled-spaced, with normal margins.

___ You have checked to make sure that you have cited when necessary.

___ The reference list is complete.

___ The paper is proofread. You have checked for correct grammar and spelling.