General Checklist for Formal Academic Writing

Grammar/Mechanics

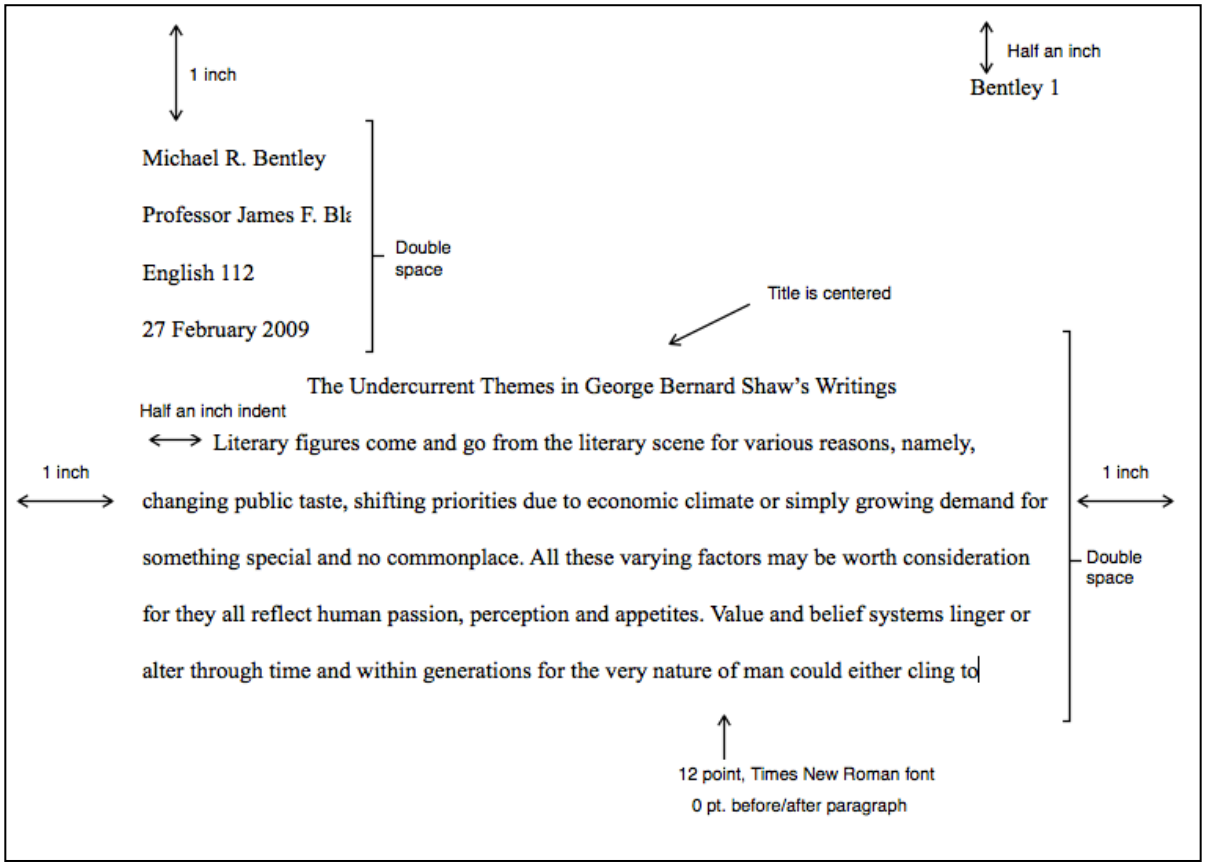
- ☐ subject/verb agreement
- ☐ pronoun/antecedent agreement
- ☐ use of active voice *not* passive voice verbs
- ☐ no spelling errors
- ☐ no punctuation errors
- ☐ appropriate tone or word choice
- ☐ correct capitalization
- ☐ no sentence fragments
- ☐ no run on sentences
- ☐ written entirely in 3rd person
- ☐ correct verb tense
- ☐ no contractions

Body of Paper

- ☐ no unnecessary information (facts irrelevant to topic)
- ☐ appropriate information is documented as needed
- ☐ sources are cited using proper in-text citation
- ☐ *only* works cited in the paper are on the Works Cited page
- ☐ paragraphs have clear topic sentences
- ☐ paragraphs are organized logically, using transitions
- ☐ paper focuses *only* on topic and thesis
- ☐ thesis is strong, specific and clear
- ☐ all ideas brought up in paper are clearly explained
- ☐ claims are supported with evidence

Format of Paper

Compare your paper to the following diagram and draw a check mark on the areas of formatting that match—not just the spacing and layout, but the formatting of the *content* as well.



Remember to consult Purdue OWL to double-check the formatting of your IN-TEXT CITATIONS *and* WORKS CITED PAGE.