

GENERAL CHECKLIST FOR PREPARING AND SUBMITTING A DRAFT

Use this checklist to prepare a submission draft. Circle "Y" (Yes) or "N" (No) as appropriate.

Purpose & Audience

- Y N My draft meets assignment guidelines and requirements, including length.
- Y N Terms are defined, concepts are explained, and background is provided appropriate to my audience.
- Y N My paper has a title that effectively conveys the topic and establishes the tone.

Content

- Y N My thesis contains a clear, developed assertion (an argument or position, not just a statement of fact).
- Y N I have presented sufficient, appropriate, and balanced evidence to support my thesis.
- Y N The thesis statement appears at or near the end of the first paragraph.
- Y N The introductory paragraph introduces the topic in an interesting, engaging manner.
- Y N The concluding paragraph avoids new ideas.

Structure

- Y N Paragraphs are arranged so that the topic is developed logically.
- Y N Each paragraph develops the thesis and is about the same subtopic as expressed in the topic sentence.
- Y N Body paragraphs show a balance of my ideas & source material; of information & synthesis/analysis.
- Y N I have used introductory tags (signal phrases) to announce and provide context for source material.

Coherence

- Y N I have used effective and appropriate connecting words to produce paragraph coherence.
- Y N I have used effective transitional words and phrases to connect paragraphs.

Style

- Y N I have varied sentence length--an effective combination of simple, compound, and complex sentences.
- Y N I have avoided long quotations (over 3 or 4 lines).
- Y N My language is specific and descriptive; it is not wordy or imprecise.
- Y N I have avoided deadwood, trite phrases, jargon, and clichés.
- Y N I have avoided contractions and have used possessive punctuation correctly.
- Y N Tone, diction, and content are appropriate for an academic audience.
- Y N I have not referred to authors by their first names.
- Y N I have avoided the use of first or second person ("I" and "you").

Format

- Y N I have used MLA parenthetical citations and "Works Cited" format to document sources.
- Y N I have placed my name, course, section and essay number in the upper left corner of the first page.
- Y N I have placed my last name and page number in the upper right corner of each page.
- Y N I have submitted my paper in a plain manila folder with my name, course, and essay number on tab.
- Y N I have secured my paper with a staple.
- Y N If asked to do so, I have included all preparatory materials (drafts, outlines, charts, evaluations, etc.).
- Y N I have kept a copy (both hard and electronic) of my paper.
- Y N If asked to do so, I have submitted this paper to a plagiarism-checking database.

Finally...

- Y N I understand what constitutes plagiarism, and I have not committed plagiarism--intentional or otherwise--or any other type of academic dishonesty.
- Y N I have tried my best to eliminate grammatical errors, particularly those noted in my diagnostic report.
- Y N I have carefully proofread and edited this paper one final time before submitting.

Essay # _____ Signed _____ Date _____