

Checklist Before Submitting a Paper

AMERICAN HERITAGE

- Appropriateness.**
 - Have I followed the instructions in the assignment?
 - Have I answered the question asked and met the overall purpose of the assignment given?
 - Does the paper follow the expectations for the particular kind of writing (or *genre*) that is required?
 - Would it communicate effectively with the target audience?
- Unity.**
 - Is there an appropriate controlling focus to unify the paper?
 - Is there a strong overall structure?
 - Can a reader understand the logic behind the ordering of the ideas?
 - Are transitions used effectively to clarify connections between sections, paragraphs, and sentences?
- Evidence.** Is there sufficient and appropriate evidence provided
 - for the overall claim and
 - for each supporting sub-claim?
- Paragraphs.** Is each paragraph unified
 - around a central claim,
 - with specific support for that claim
 - and appropriate commentary explaining the connection between the claim and support?
- Introduction.** Does the introduction prepare the reader for the paper, providing the following:
 - a shared context or background information,
 - a statement of the problem addressed,
 - and a solution, thesis, or hypothesis in response to that problem?
- Conclusion.** Does the conclusion emphasize the main points of your paper as well as its significance by answering the following questions:
 - So what?
 - Now what?
- Style.**
 - Are the sentences clear and effective?
 - Does the word choice enhance the communication of ideas?
 - Is the style both accessible and appropriate to the audience?
- Correctness.**
 - Is the paper error-free?
 - Is punctuation used to improve the effectiveness of the communication?
 - Is the appropriate citation format used correctly?

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