



# Research Paper Checklist

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- The paper follows the rubric, including the title page and reference pages. Page/word count is accurate (check rubric).
- The abstract gives highlights of each section, is about 100-300 words (typically), and contains no citations.
- The introduction hooks the reader and tells what's known (background), what's unknown (the gaps/limitations), and the aim of this study/paper.
- The thesis is clear and organized. It's easy to find--at the end of the introduction section. It is backed up with quality, cited examples.
- The methods and materials section includes who, what, when, where, how, and why. Okay to use jargon and passive voice here.
- The results section summarizes the data by pointing out relationships, describing trends, and presenting supporting data.
- The tables and graphs stand alone and tell a complete story. Readers should not have to refer to the text to understand these.
- The discussion section answers the hypothesis, supports and defends the conclusion, and gives the take-home message.
- The discussion section does not introduce new information.
- Each paragraph begins with a clear topic sentence and has clear transition sentences.
- All quotes and paraphrases are cited. No plagiarism. Each citation has a corresponding bibliography reference.
- Examples with citations are used evenly throughout. All in-text citations are properly formatted.
- Grammar and spelling are checked and rechecked for mistakes. The paper is easy to follow, organized, and logical.
- The paper is formatted correctly: APA, AMA, Chicago, etc. (on rubric) Page numbers are in the right locations. Margines are set properly.
- There are enough resources (check rubric!) that are reliable, varied, and properly cited on the reference page.
- The due date is on the calendar. You've left time for reviewing this checklist and editing as necessary.