

# Academic Checklist

Note: These reference guides do not take the place of assignment guidelines



This is a simple checklist that you can use to help guide you as you revise. While this list is by no means exhaustive, it does address some of the most common causes for revision seen in academic writing. You can also use this as a guide to determine areas of your assignment that you would like to focus on as you make future revisions or during your visit to the Writing Center.

## Grammar and Mechanics

- Does every “it” and “this” (if used as a pronoun) clearly refer back to a specific noun?
- Have overgeneralizations, repetitive language, and clichés been edited from the paper?
- Do all of your quotes start and end with quotations marks?
- Did you check over your paper for any comma errors? (See our Comma handout for more information)
- Are there no contractions?
  - Examples: Can’t → cannot. Won’t → will not. Isn’t → is not.

## Essay Organization

- Does your essay have a title that establishes the topic of your paper?
- Can you easily list the major sections of your essay and how each directly relates to the thesis?
- Have you included an adequate amount of support from sources that are appropriate to your assignment and meet the assignment guidelines?
- Is all quoted material referenced in text, and then cited on your Works Cited/Reference page?
- Is all quoted material “unpacked” and explained after it is introduced?
- Does the conclusion offer a sense of completion to the ideas in the essay? Does it seem to answer the question “so what?”

## Formatting and Citations

- Does the essay follow the correct format and citation guidelines (MLA, APA, etc) as requested by the assignment guidelines?
  - Including the heading, page numbers, and any in-text headings
- Is any information that was taken from other sources adequately and appropriately documented?
- Are each of the “Works Cited” (MLA format) or “References” (APA format) entries completely accurate?