

# Completed Paper Checklist

Consult this checklist to ensure you have thoroughly researched and revised your assignment.

- I have addressed all parts of the assignment
- I consulted my professor if I had any questions or concerns about my paper.
- My name is in the proper place for my assignment.
- The paper is formatted correctly as per the assignment instructions (1" margins, Times New Roman or instructor preferred font and formatting).
- All of my sources are cited throughout my paper (in-text citations) and also in my bibliography/ works cited page, with the required citation style (APA, MLA, Chicago/ Turabian...)
- I have read the plagiarism statement in the syllabus, understand it, and agree to abide by the definitions and penalties described there.
- I consulted with a librarian for help with
  - Topic selection and refinement
  - Finding credible, authoritative sources of information
  - Citing my sources
- I use a variety of credible, authoritative evidence (for example, quotes, examples, facts, illustrations) to reinforce my arguments.
- I consulted a Tutor to help improve my paper's organization, argument, sentence structure and style.
- My paragraphs are organized logically and help advance my argument.
- My conclusion summarizes my argument and explores its implications: it does not simply restate the topic paragraph.
- I have proofread my paper carefully, not relying on my computer to do it for me.

Adapted, with changes, from *How Learning Works: Seven Research-Based Principles for Smart teaching*. Jossey-Bass: San Francisco.