

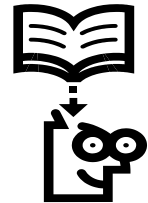


Paper Review Checklist

When writing a paper, certain elements should be addressed. Features such as proper citation and appropriate grammar use are typically necessary and expected. This *Paper Review Checklist* may be a helpful resource to use while proofreading. You may also create a personalized Checklist by simply adding items you would like to pay special attention to in the spaces provided. Also, remember to refer to any assignment guidelines provided by your professor.

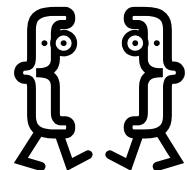
Higher Order Concerns:

- Introduction
- Thesis Statement
- Overall Organization
- Information or Ideas Supported
- Conclusion
- _____
- _____
- _____



Check Use of Punctuation:

- Period (at the end of sentences; citation format issues)
- Comma (introductory parts; lists; coordinating conjunctions, such as “and,” “but,” and “or”)
- Semi-Colon (connecting complete and related sentences or clauses; lists)
- Dash (used to show a strong emphasis on a group of words)
- Colon (to list; citation format issues)
- Question Mark
- Parenthesis or Brackets
- _____
- _____
- _____



Am I Citing Correctly?

- Cite Source(s) when using Direct Quotes
- Cite Source(s) when Paraphrasing
- Cite Source(s) when Summarizing
- Cite Source(s) when using Pictures, Graphs, Charts, Diagrams, etc.
- Use Correct Citation Format: MLA, APA, or Chicago Style
- Works Cited, References, or Bibliography included (refer to citation style and/or the assignment guidelines)
- _____
- _____
- _____



Correct These Common Sentence Structure Errors:

- Sentence Fragments
- Run-On Sentences
- Awkward Phrasing
- Maintain Appropriate Tense (Present, Past, or Future)
- Pronoun/Antecedent Agreement (i.e. avoid using “they” to refer to one person)
- _____
- _____
- _____



Avoid Common Word Choice Errors:

- Incorrect Plural and Possessive Agreement
- Use of Vague Words (ex. “stuff,” “things,” or unidentified “he/she” and “they”)
- Inappropriate Use of Homonyms (ex. Affect vs. Effect; Than vs. Then; There vs. Their vs. They’re)
- Use of Inappropriate Words for the Discipline
- Use of Inappropriate or Informal Language (i.e. slang, derogatory words, etc.)
- Use of a Conversational Tone (ex. “That’s just a bad experiment.”)
- Use of a Biased or Judgmental Tone
- _____
- _____
- _____



Other Items or Assignment Guidelines to Review:

- _____
- _____
- _____
- _____
- _____
- _____
- _____



For further help, make an appointment with The Writing Center at The College of Saint Rose! *The Writing Center has both shortened guides and the style handbooks that you may use to check your citation format. The guides can also be found online at: <http://www.strose.edu/writingcenter>*

Permission is granted to duplicate and distribute this handout, providing that the following information remain intact:

This page is located at: <http://www.strose.edu/writingcenter> The College of Saint Rose Writing Center, 2009