Research Paper Self-Assessment Checklist

MLA FORMAT	CHECKLIST
1. Is there an MLA style heading?	□ Yes □ No
2. Does the page number appear in the left-hand corner, after your last name?	□ Yes □ No
3. Is the paper double spaced?	□ Yes □ No
4. Are there any extra spaces between paragraph? If so, remove.	□ Yes □ No
5. Is the paper in Times New Roman and size 12 font?	☐ Yes ☐ No
6. Are the margins 1 inch across the entire paper?	□ Yes □ No
7. Is the Works Cited page at the end of the paper on its own page (with no	□ Yes □ No
heading)?	
8. Is the Works Cited page double spaced?	□ Yes □ No
9. Are there additional spaces between entries in the Works Cited?	☐ Yes ☐ No
10. Is the Works Cited in alphabetical order?	□ Yes □ No
11. Are "Article Titles" and <i>Books or Magazines</i> formatted correctly?	□ Yes □ No
CITATIONS	CHECKLIST
1. Are there a total of 8 parenthetical citations?	□ Yes □ No
2. Are at least 4 sources quoted at least twice? If not, indicate which sources need to	□ Yes □ No
be used again:	
5. Are all commas inside of quotation marks? (," and not ",)	□ Yes □ No
6. Are there additional commas where they should not be? EX: The source about the	□ Yes □ No
new Harry Potter film argued that the movie was, "predictable and missing the	☐ Yes ☐ No
layers of depth present in her previous work," (Goldberg, 10).	
8. Are quotes set up with context (meaning they are not randomly thrown into	□ Yes □ No
sentences without giving background information or a reason to use the quote)?	
9. Are all direct quotes integrated? Having all quotes integrated means that there	□ Yes □ No
are no quotes that act as sentences on their own!	
10. Has paraphrased information been given a citation?	□ Yes □ No
RESEARCH AND WRITING	CHECKLIST
* EVERYONE WILL HAVE A DIFFERENT	
NUMBER OF BODY PARAGRAPHS! *	
1. Read Body Paragraph #1. Is there enough background information about the	☐ Yes ☐ No
issue or topic? *HINT: If your paper does not provide a definition or explain what	
your topic is, then there is not enough background context for your audience.	
2. Does your paragraph(s) about the people involved explain the role of these	□ Yes □ No
people/organizations with your topic? Is the relationship between those involved	
and the topic clear?	

3. Does your paragraph(s) about why this topic is relevant go into specific details? Is	☐ Yes ☐ No
there evidence that explains why readers should care about the topic?	
4. Does your paragraph(s) about the impact of the topic provide examples from	☐ Yes ☐ No
today's society?	
LANGUAGE AND CONVENTIONS	CHECKLIST
1. Are there any contractions? Please indicate the page numbers if you spot any!	□ Yes □ No
2. Is there any instance of informal/conversational language? <i>IN OTHER WORDS</i> ,	☐ Yes ☐ No
DOES YOUR PAPER EVER CONTAIN "OUR, MY, YOUR, US, WE, ETC.?"	
4. Do all sentences have subject-verb agreement? EX: "There is many things that a	☐ Yes ☐ No
person can do be kind." VERSUS "There are many things that a person can do to be	
kind." (The second sentence is correct!)	
5. Any time you see a colon (;) or semi-colon (;), please make sure that they are used	☐ Yes ☐ No
correctly. A semi-colon must have two independent clauses on either side of it. A	
colon is used for emphasis. Please look up further rules if you are not familiar with	
how they function.	
* USE A COLON TO SEPARATE AN INDEPENDENT CLAUSE AND EVIDENCE! *	
6. Are there any comma splices? Please indicate the page numbers if you spot any! A	☐ Yes ☐ No
comma splice is when two independent clauses are joined with a comma and no	
coordinating conjunction.	
7. Are all sentences complete sentences?	☐ Yes ☐ No