The College of Saint Rose, 2009



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.

	r Order Concerns:	
	Introduction	
	Thesis Statement	
	Overall Organization	
	Information or Ideas Supported	,
	Conclusion	[60]
		13
<u>.</u>		
<u>Check</u> □	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)	Sol, and or ,
	Dash (used to show a strong emphasis on a group of words)	
	Colon (to list; citation format issues)	ഭ മ
	Question Mark	{{``}}}
		پے ہا
	Parenthesis or Brackets	イトイフ
Am I (Citing Correctly?	
	Cite Source(s) when using Direct Quotes	
	Cite Source(s) when Paraphrasing	
	Cite Source(s) when Summarizing	66 99
	Cite Source(s) when using Pictures, Graphs, Charts, Diagrams, etc.	7 7 7 7
	Use Correct Citation Format: MLA, APA, or Chicago Style	
	Works Cited, References, or Bibliography included (refer to citation style	and/or the assignment guidelines)
П		

_	ct 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	d 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
<u>Othe</u>	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