

## Check List for Paper Submission

- *Five Point Plan*
  1. Is there enough detail on the *motivation* for the paper?
  2. Is there a clear *hypothesis* to be investigated?
  3. Is the *methodology* clearly identified?
  4. What are the main *results* of the methodology?
  5. What is your value added in the *interpretation* of the results of the methodology?
  
- *Structure*
  1. Is there an abstract of 250 words or less and does it summarize the five point plan?
  2. Is there an introduction, 1 page in length that summarizes again the five point plan and gives a *reader's guide* to the body of the paper?
  3. Does the body present enough evidence to warrant your conclusions?
  4. Does the concluding section summarize points 4 and 5 of the five point plan?
  5. Is there anything in the conclusions that is not supported by the evidence of the paper? Remove it.
  6. Is there any thing in the conclusions that is *new*, introduced for the first time? If so remove it.
  7. Is your paper longer than 7,500 words including, tables, graphs, appendices,etc.? If so, it must be shortened.
  
- *Argument*
  1. Is the pyramid structure of the paper preserved in the final draft?
  2. Extraneous information: could you eliminate any section, subsection, paragraph or sentence and still make the argument?
  3. Is any of what you have written your own opinion?
    - (a) If so, is it clearly identified as such.
    - (b) Do you use the word “feel” or “think” in any sentence?
    - (c) Can your argument be made without this material.
  
- *Mechanics*
  1. Have you *spell checked* the document after all changes have been made?
  2. Have you *grammar checked* the document after all changes have been made?

- *Quotations*

1. Is all material in your own words, with the exception of direct quotations?
2. Are all quotations in quotation marks and attributed properly to the author?
3. Are quotations longer than 2 lines separated into single-spaced, indented paragraphs with no quotation marks?
4. Can you possibly be accused of plagiarism for any the material in this paper? If so remove it or treat it as a direct quotation.

- *Tables*

1. Are all tables clear and within the margins of the paper?
2. Are the tables less than one page? If not, break them up into two or more *panels*.
3. Are the tables *inserted* into the text? They should not be at the end of the paper.
4. Are all tables numbered in consecutive order?
5. Are the in-text references to the tables the right ones?
6. Is there a *Source:* statement at the bottom of all tables.
7. Are the *notes* at the bottom clear and in proper numerical order?
8. Is there *too much information* in the table?
  - (a) Do you refer to at least half the information in the text?
  - (b) Do you orient the read to the location of the information in the text?

- *Figures and Graphs*

1. Are all figures clear and within the proper formatting as discussed in class.
  - (a) Are there two sets of grid lines?
  - (b) Are the gridlines dotted and in 25% grey?
  - (c) If there is more than one line on the graph, is it clear which is which?
  - (d) Are the axes clearly labeled? (If necessary)
  - (e) Is there *too much information* in the graph to make it *easily readable*.
2. Are the figures *inserted* into the text? They should not be at the end of the paper.
3. Are all Figures numbered in consecutive order?

4. Are the in text references to the figures the right ones?
5. Is there a *Source:* statement at the bottom of the figures.

- *Language, diction, sentence structure and style*

Have you

1. read your paper, start to finish, after your final editing session?
2. made an outline of the final paper to check for repetition, duplication, and extraneous or subjective material?
3. read your paper out loud? To someone?
4. asked a friend to read and comment on your paper?
5. gotten professional proof-reading help?
6. Is there any part of your paper that you yourself do not understand? If so, remove it or get help.

- *Endnotes and Footnotes*

1. Do you have *mix* of endnotes and footnotes? If so convert them to the same format.
2. Are your notes *clear* and *necessary*?
3. Have you considered converting a long footnote to an appendix?

- *References and Bibliography*

1. Do you use the style: (Black, 1998, p. 3) as the *only* reference form in your paper?
2. Is your bibliography in the form Author, First Name, *Date*, Reference (italics if book and in quotes if article), Journal Name (italics) Volume, Number, page span?
3. Do you refer to any *source material* in the paper that does not appear in the bibliography?
4. Conversely, does your bibliography contain references you don't use in the paper (or perhaps have been edited out?)
5. Is your bibliography free of typos and in alphabetical order?
6. Is there any duplication in the bibliography?
7. Did you want ask your Prof. about a specific problem in how to cite a reference?