ACADEMIC PAPER CHECKLIST

The following is a checklist for writing an academic-style paper. Use this to ensure all your academic papers are complete and correctly structured.

☐ Have you addressed all the items in the assignment prompt? Use the assignment instructions as a checklist to be sure you’ve covered everything. Use this video on Aligning your Paper with the Assignment Prompt.

☐ Did you begin your paper with an Introduction paragraph that ends with a Thesis Statement?

☐ Have you included multiple well-developed Body Paragraphs and integrate concepts, ideas, or information from required readings and/or outside research into those paragraphs? Use this guide on Integrating Research.

☐ Did you create a Conclusion paragraph that reiterates the overall thesis, the main points made, and shares the significance of the topic?

☐ Have you used an Academic Voice throughout your paper?

☐ Did you correctly cite your sources as you used them, using an Academic Citation Style?

☐ Did you create a references or works cited page for the sources you used, using either APA, MLA, or other required style?

☐ Have you met all the requirements within the assignment instructions including word count, number of sources, or other requirements?

☐ Did you review your writing for correct grammar, punctuation, and spelling? See these Proofreading Strategies.

For more help writing an academic paper, please see our Writing an Academic Paper guide.

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