

1. **Check Paragraph Structure**: Does each paragraph have only one key sentence and all other sentences support that one key sentence?

2. **Transitions**: Do you have transition words/sentences between and within each paragraph so your reader can follow your writing?

3. **Unclear Antecedent**: Check for usage of the words this, that, these, and those making sure you need them and they are referenced. For example: This is great! (What is great?)

4. **Passive Voice**: Do a word find for passive verbs (is, was, will be, and were). Try to change these to active verbs.

5. **Wordiness**: Search for the word "of" and shorten or eliminate "of" phrases, as well as other unnecessary words, to make your text move faster and easier to read.

6. **Headers**: Do your headers clearly align to the focus of your paper and clearly connect to the idea before and after the header.

7. **Subject-Verb Agreement**: Are they both singular or both plural? They must match within a sentence.

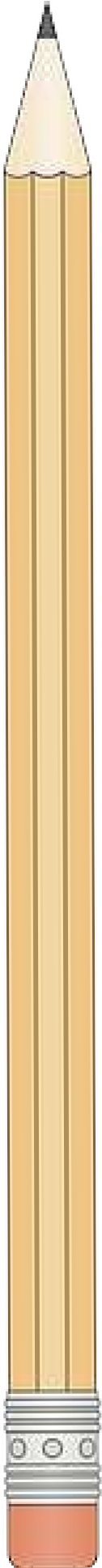
8. **Sentence Structure**: Do your sentences start in different ways and vary in length?

9. **Audience**: Who is your audience? Have you kept them in mind while you wrote?



Academic Writing Checklist

Your paper is already getting stronger... keep going!



10. **Formatting**: Does your paper follow correct formatting requirements? (Double-spaced, 12 pt., Times New Roman font, etc.)



11. **Use Examples**: Well placed examples help your reader better understand the concept you are discussing and clarifies your thinking.



12. **Terminology**: Are all essential terms clearly defined or explained?



13. **Argument**: Do you have an argument? Strong writing presents an argument that is clear and well developed.



14. **Claims**: Do you support the claims you make with sources or just make claims? Are your sources cited correctly? (in-text, and Reference page)



15. **Consistency**: Does your introduction and conclusion deliver the same message as the remainder of your paper?



16. **Reverse Outline**: Copy and paste the key sentence of each paragraph, in order, in a separate document. Does the order make sense? If not, rearrange the order of your paragraphs.



17. **Read it Out Loud**: When you think you are done, read the entire paper out loud to yourself or a friend. This practice will help you catch little mistakes often missed.



18. **Grammar**: Use a free online resource, like grammarly.com, to check your paper for proper mechanics use.

