

Dissertation Introduction Checklist

GENERAL:

YES / NO

1. My paper is____(# of pages) typed, double spaced, not counting the title page, outline, or Works Cited page. _____
2. My paper is in the following order: title page, outline, paper, Works Cited page. _____
3. All of my notes are ready to be turned in. _____
4. My paper had been proofread and all typos/corrections have been made; It is properly punctuated and is now easy to read. _____
5. My paper accomplishes what the thesis says it will accomplish. _____

TITLE:

6. My original title interests the reader and reflects the content of my paper. _____
7. The title page (if required by teacher) contains my name, my teacher's name, the course and period, and the date (in that order) in upper left side of the paper. _____

OUTLINE: (If required by teacher)

8. My name and lower case Roman numerals are written in the upper right corner of each page of the outline. _____
9. The word Outline is centered at the top, and then the word THESIS: in all caps _____
10. The entire outline is properly formatted. _____
11. The outline represents the topics to be covered in my paper, as well as the order in which they will be discussed. _____

THESIS STATEMENT:

12. My thesis statement is the last sentence of my introduction. _____
13. My thesis statement is clear and easily understood. _____
14. My thesis statement states my purpose and narrows my topic. _____
15. My thesis does not say: "This paper will...", or ask a question. _____

SOURCES:

16. I have used a minimum of____sources in my paper. _____
17. Each of my sources is noted on a separate note card or sheet. _____
18. All sources I used in my paper are properly cited on my Works Cited page. _____
19. All ideas and references to my sources have been internally cited within my paper. _____
20. I WILL NOT USE information found on Spark Notes, Cliffs Notes, or Wikipedia. _____

NOTES:

21. I have a minimum of____facts/ notes from sources to use in my paper. _____
22. Each fact/note is written on the sheet and the location (page number, source, etc.) is clearly identified (if required by teacher). _____

DEVELOPMENT / ORGANIZATION:

23. Everything in my paper relates to my thesis statement. _____
24. My paper follows a logical order, stated in my outline. _____
25. All of my subtopics are supported with examples, quotations, and references, and they are fully defined or described. _____

INTRODUCTION:

- 26. My introduction gets the reader's attention right from the beginning. _____
- 27. Some background information is provided to connect the attention getter to the thesis statement. _____
- 28. My introduction contains my thesis statement and a preview of the subtopics to be discussed. _____

BODY:

- 29. Each body paragraph begins with a transition and a topic sentence. _____
- 30. Each body paragraph contains one of the subtopics that directly relates to my thesis statement. _____
- 31. The subtopics in each body paragraph are explained by points (ideas or opinions) which are supported by facts, examples, and other documenting evidence. _____

CONCLUSION:

- 32. My conclusion contains a rewording of my thesis statement. _____
- 33. My conclusion reviews the main subtopics of my paper. _____
- 34. My conclusion leaves the reader with something to think about. _____

DOCUMENTATION:

- 35. Have I used ANY ideas, sentences, or opinions that I obtained from any of my sources without giving credit to the AUTHOR? (If yes, this is PLAGIARISM). _____
- 36. Even when I paraphrased the author's words or ideas, I still gave the author credit for his intellectual property. _____
- 37. My parenthetical citations (in-text references to my Works Cited page) are formatted properly. _____
- 38. Every source I used is listed on the Works Cited page. _____

FORMAT:

- 39. I used the correct MLA format for the title page (If required by teacher). _____
- 40. I used the correct MLA format for the outline (If required by teacher). _____
- 41. I used the correct MLA format for the paper. _____
- 42. I used the correct MLA format for the Works Cited page. _____

MECHANICS:

- 43. There are no spelling errors. _____
- 44. My punctuation is correct. _____
- 45. My paper uses the same verb tense throughout. _____
- 46. My paper flows well and reads smoothly. _____

OVERALL:

- 47. My paper is easy to read and interesting. _____
- 48. My paper does not skip around - it is well-ordered and well-organized. _____
- 49. My paper stays focused and does not go off on unnecessary tangents that have nothing to do with my main topic. _____
- 50. CHECK BACK over any "No" items and revise until they become "YES" items. (except for #35, which must remain "NO") _____