This checklist is meant as a “last-minute” final self-evaluation of your individual research report (IRR). It does not replace individual analysis and understanding of the IRR rubric, peer editing, or any other fundamental part of the writing/revising/editing process.

General (based on standard APA formatting):

❏ 1080-1320 words (excluding References page)

❏ “Normal” Serif font (Times New Roman, etc.)

❏ Size 12 font

❏ Double spaced

❏ 1 inch margins (default), left aligned

❏ Left-aligned word count above the title

❏ Meaningful title (center aligned)

❏ Title is exact same format as the rest of the paper (same size, no underline, no italics, etc.)

❏ No extra line between title and intro

❏ Every paragraph indented

❏ Every sentence has an appropriate end mark

❏ Delete any extra highlighting or in-text comments you left to yourself

❏ Be sure there is no heading other than your title

❏ Be sure there is no identifying information in the paper (name, school, etc.)

❏ Interesting first sentence

❏ Clean/clear thesis statement.

❏ Focused

❏ Straightforward; no ambiguity or possible misinterpretation

❏ Restated (not word-for-word) in conclusion

Row 1: Understand and Analyze Context (why the reader should care)

❏ Does your paper provide a detailed explanation of why the research question matters (e.g. academically,

historically or practically) by putting it in context (who it affects, why we care, etc.)?

❏ This should be established in your first couple of paragraphs - intro/background, most likely

❏ Does your paper rely on primarily academic/scholarly/peer-reviewed sources?

❏ “Goldilocks Test” - Focus of the paper is clear and neither too broad nor too narrow

Row 2: Understand and Analyze Context (reasoning and validity of sources)

❏ Is it immediately clear to the reader that you understand how the sources being cited relate to your

thesis?

❏ Direct explanation

OR

❏ Purposeful use

Row 3: Evaluate Sources and Evidence (source selection)

❏ Is it immediately clear why you included each source and what makes it credible?

❏ Direct explanation

OR

❏ Purposeful use

Row 4: Understand and Analyze Perspective

❏ Does your paper included multiple (more than one) points of view on the issue/problem?

❏ Are the perspectives in conversation with each other? (not isolated)

❏ Connections should be explicit and/or obvious

Row 5: Apply Conventions (citations)

❏ Is the citation/attribution accurate?

❏ Check the References page for consistency in style (and if there are fundamental elements missing).

❏ Check for clarity/accuracy in internal citations.

❏ Check to make sure all internal citations match up to the References cited.

Row 6: Apply Conventions (grammar and style)

❏ Is the grammar and style appropriate for an academic audience?

❏ Have you checked spelling?

❏ Have you run the SAS Writing Reviser and/or Grammarly?

❏ Have you asked a colleague to review?

❏ Have you made intentional changes/edits based on peer editing feedback?

❏ Have you recorded yourself reading your paper out loud?

❏ If it sounds at all awkward to you . . .

If it passes this check, congratulations! Now turn in your paper!