Essay Checklist

Essay # _____

Specifications

Required Number of Pages/Paragraphs
Required Number of Sources (if sources are required)
Outline Included

Format

Times New Roman, 12 Point, for All Pages
One-Inch Margins for All Pages
Double Space for All Pages
No Extra Space Between Paragraphs (Box is Checked)
Title Page (if required) Matches Model
Outline Matches Model
Pagination is in Upper Right-Hand Corner of the Paper

Sources (if required)

All Source Material is Introduced and Followed by a citation
Words, Phrases, and Sentences Lifted from Sources are in Quotation Marks
Ellipses Dots are Spaced and Used Correctly

Works Cited Page (if required). The following is for MLA:

The Words—Works Cited—Appear at the Top of the Page
Entries Are Double-Spaced Throughout: No Extra Space Between Paragraphs (Box is Checked)
Entries Are Arranged Alphabetically According to the Last Names of the Authors
Each Entry Has Been Checked Against MLA Examples

Style

A Clear Thesis Statement Is Included
The Word *YOU* Is Not Used On Any Page
The Paper Has Been Carefully Checked For Grammatical Errors
Paragraphs Are Coherent And Developed