# SCHOLARLY PAPER

## General Checklist For Students
Or Novice Authors

### PAPER ORGANIZATION

- Paper has clear introduction, body, and conclusion.
- Each paragraph has a topic sentence and discusses one topic.
- Parallel construction – points discussed in same order throughout paper.
- Use of appropriate headings:
  - Headings are general; subheadings are specific.
  - If a research report, use traditional research headings (e.g., Review of Literature, Methods, Results, Discussion).
- If subheadings, there are at least two.
- Headings mirror the abstract headings, if any.

### WRITING STYLE AND TONE

- Minimal use of quotations.
- No abbreviations.
- Every sentence checked/revised for wordiness and casual writing tone (e.g., colloquialism, such as “hep lock”; delete persuasive words that suggest an opinion, such as certainly or indeed).
- Checked any sentence with first person use to be sure it cannot be rewritten in a more scholarly tone.
- Tense switching is minimal to none.
- Use of active voice instead of passive voice when possible (e.g., “We studied smoking cessation” instead of “Smoking cession was the problem studied by the team”).

### PAPER FORMATTING

- Style format double checked for correct:
  - Title Page.
  - Pagination.
  - Font.
  - Spacing.
  - Use of acronyms.
  - Information required for quotes.
- Make sure parenthetical (in text) citations are correct (if using APA style).
- Full information and proper format of each reference on the reference page.
- Citations and references match.
PROOFREADING

☐ Spellcheck complete.
☐ Paper read word by word for spelling and typos.
☐ Paper read aloud – watch for long sentences, wordiness, redundancy, awkward phrases.
☐ Paper read by peer (consider a native speaker if you speak English as a second language).
☐ Page or word limit is correct.
☐ All requirements met for assignment or journal guidelines for writing and submission.
☐ Corrections made and clean copy (i.e., no visible editing or comments) of your paper saved to submit.

OTHER

☐ Title is <10 words, includes major paper concepts, and no abbreviations.
☐ All statistics, paraphrased ideas, quotes, findings, theories/models are cited.
☐ References are current, preferably last 5 years.
☐ Most references are primary sources.
☐ If dated (pivotal) references are included, narrative explains their importance.