

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 cessation 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.

CITATION: Owens, J.K., Cowell, J.M., Kennedy, S.M., Newland, J.A., & Pierson, C.A. (2020). Mentoring the novice writer to publication: 12 checklists for students, faculty, and other reviewers. *Nurse Author & Editor*, 30(3), 5.