

Basic Research/Argument Paper Check List

This is not usually a required part of the graded paper packet, but can be used as needed.

writer _____ reader _____ (can be the same, if used as a self-check)

The finished paper must reflect the following elements as fits the assignment or documentation style:

- ____ Clear thesis statement: ONE SENTENCE UNDERLINED (not as a question or personal--"I or my"—statement) that shows the (1) TOPIC + (2) writer's position/opinion + (3) main reason/rationale.
- ____ 2 part title that reflects the thesis (NOT as a question).
- ____ Running header in the documentation style.
- ____ OPTIONAL--Sub-headings/sub-categories(3-5) that help reader follow the main points of the reasoning or presentation of information.
- ____ No use of "you" to directly address/confront the reader except as part of a cited quote from outside source.
- ____ Definition (denotation, connotation and brief etymology if needed) of key terms/words.
- ____ Key elements of a counter-argument, including at least one peer review source as evidence for why it isn't valid enough.
- ____ Appropriate, consistent diction--semi-formal, generally.
- ____ Appropriate, consistent documentation style, including (as needed) title page, abstract, sub-headings.
- ____ Appropriate, consistent terminology/usages, with all terms defined/explained for a general reader.
- ____ Direct quotation no more than 15% of entire paper.
- ____ Long quotations indented 10spaces, NO quotation marks.
- ____ Any information derived from an external source has a clear citation.
- ____ The writer's own comment, anecdote, introduction, conclusion, transition or interpretation clearly identifiable.
- ____ Bibliography has correct heading and format for the documentaion style.

Basic Logic Check:

general premise (A= B):

the narrower premise (B= C):

the necessary conclusion (therefore A=C):

If any of these elements (as needed) are not present or incorrect, this checklist gives the writer a clear picture of what should be changed before a paper for grading is turned in.