**Essay checklist**

\_\_\_\_\_\_\_\_\_\_\_\_ Does the top of the paper have the necessary information in the appropriate position?

\_\_\_\_\_\_\_\_\_\_\_\_ Is your paper’s title page in Turabian format?

\_\_\_\_\_\_\_\_\_\_\_\_ Are the pages numbered?

\_\_\_\_\_\_\_\_\_\_\_\_ Is your paper in 12 pt., Times New Roman?

\_\_\_\_\_\_\_\_\_\_\_\_ Does the introductory paragraph give the reader a clear idea of the purpose and organization of the paper?

\_\_\_\_\_\_\_\_\_\_\_\_ Do subsequent paragraphs point in the same direction? (Do you use transitions?)

\_\_\_\_\_\_\_\_\_\_\_\_ Have you fully identified all the individuals mentioned in your paper?

\_\_\_\_\_\_\_\_\_\_\_\_ Have you left one-inch margins on all sides?

\_\_\_\_\_\_\_\_\_\_\_\_ Have you provided citations for information taken from other sources?

\_\_\_\_\_\_\_\_\_\_\_\_ Are the citations in Turabian format (footnotes)?

\_\_\_\_\_\_\_\_\_\_\_\_ Have you attempted to be as specific as possible when discussing chronology (day, month, year)?

\_\_\_\_\_\_\_\_\_\_\_\_ Have you checked for spelling errors?

\_\_\_\_\_\_\_\_\_\_\_\_ Have you checked for proper grammar and punctuation?

\_\_\_\_\_\_\_\_\_\_\_\_ Have you checked for complete sentences, comma splices, fragments, and run-ons?

\_\_\_\_\_\_\_\_\_\_\_\_ Have you checked to make sure you use a mix of the various sentence formats?

 IC.

 ICDC.

 DC,IC.

 IC;IC.

 IC, FANBOYS IC.

 IC; conjunctive adverb, IC.

\_\_\_\_\_\_\_\_\_\_\_\_ Is your bibliography arranged alphabetically?

\_\_\_\_\_\_\_\_\_\_\_\_ Are your citations in Turabian style?

\_\_\_\_\_\_\_\_\_\_\_\_ Have you read the paper out loud?