ARTS 100  HOME STUDY  ESSAY CHECKLIST

Please check off each section as completed and submit with your essay.

Name:

Student Number:

**Content & Argument**

My essay has:

- a title;           _______
- a thesis / main argument;         _______
- an introduction;          _______
- a conclusion;          _______
- an alphabetized bibliography, complete with all publication details;     _______
- and, which includes at least one:
  - monograph;                   _______
  - journal article;            _______
  - essay from an edited collection;       _______
  - source from the course reading list;       _______
  - local newsmedia source.        _______

Each paragraph in my essay:

- begins with a topic/transition sentence;       _______
- follows the previous one in logical order;       _______
- is unified and coherent in topic, without misplaced or extraneous material;   _______
- is related to/defends/supports the thesis of the essay.     _______

**Writing & Formatting**

I have:

- cited all of my sources appropriately;           _______
- included references to all direct quotations and paraphrased material;    _______
- used MLA/AAA/ASA/APA format for citations and referencing (circle appropriate format); _______
- avoided the use of casual / colloquial wording;      _______
- re-read my essay and edited it for clarity of grammar and expression; _______
- spell-checked;                                     _______
- inserted page numbers;                            _______
- double-spaced;                                _______
- applied one inch margins;                  _______
- used a size 12 font;                                     _______
- attached my graded essay outline. _______