**Essay Checklist**

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| **Getting started** |
| Read the instructions  Select a topic  Create an outline  Brainstorm ideas  Research and gather sources |

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| **Writing the introduction** |
| Provide an enticing hook  Introduce the topic  Offer background information  End with a strong thesis statement |

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| **Writing the body** |
| Separate your arguments per paragraph  Have a topic, supporting, and concluding sentence in each paragraph  Persuasively present your arguments using evidence  Make the transitions between arguments swift |

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| **Writing the conclusion** |
| Read what you have written  Re-emphasize your viewpoint  Mention possible implications  Appeal to your reader’s emotions  Conclude with a question |

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| **Implementing the conclusion**  This section of the checklist may differ depending on the formatting requirements and style (MLA, APA style, Turabian style, and Harvard referencing). |
| Neat and presentable layout  1-inch margins on all sides  Double line spacing throughout the paper  Title page with personal details, institution’s information, and page title |

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| **Citation and reference list**  This section of the checklist may differ depending on the referencing style. |
| Reference list containing all sources on a separate page at the end  In-text citations or footnotes/endnotes that correspond with the reference entries within the text |

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| **Proofreading and editing** |
| Check the format  Run the paper through a grammar checker  Read through the paper and make necessary changes |