

# Proposal Paper Checklist

Please use this as a guide to “self-check” your work before submitting your essay. You can also include this with a submission to SmartThinking or the Rio Salado Tutors for in depth guidance with your work.

## Content

<input type="checkbox"/>	Did you remember to give your paper an interesting title?	
<input type="checkbox"/>	Does your introduction clearly identify the issue you plan to research; share your research questions and thesis; identify your intended audience and their needs; and discuss the benefits of the research?	
<input type="checkbox"/>	Is your review of sources present, specific, and does it meet the length guideline?	
<input type="checkbox"/>	Does your review of sources provide an overview of main ideas, assumptions, trends, and other key elements from the sources you used? If there are gaps that your research can fill in, make sure to note them as well!	
<input type="checkbox"/>	Does the plan to collect information clearly state how you will complete the research, using timelines and descriptions as appropriate to your project?	
<input type="checkbox"/>	Are you specific in your expression of challenges? Do you ask strong questions, and/or clearly describe your needs?	
<input type="checkbox"/>	Does your conclusion describe what you hope to produce as your final outcome, stress your focus, and reemphasize why your work is important?	
<input type="checkbox"/>	Did you check your Works Cited for any errors or missing sources?	
<input type="checkbox"/>	Does your work meet the length requirement of 4-6 double-spaced pages (exclusive of cover page and Works Cited page)?	

## Organization

<input type="checkbox"/>	Will readers who are unfamiliar with your text understand your project and its goals based on the way you present your information?	
<input type="checkbox"/>	Do you transition smoothly from point to point, paragraph to paragraph, and sentence to sentence?	
<input type="checkbox"/>	Take a look at your paragraphs. Are some too long? Do they chop up your ideas in the middle of a key point? Is there a good balance of information and evidence?	
<input type="checkbox"/>	Take a look at your sentences. Do they read smoothly? Are there too many short and choppy sentences? Could any sentences be combined?	

## Grammar and Mechanics

<input type="checkbox"/>	Double check the spelling of any authors' names that are cited or organization names referred to in the text.	
<input type="checkbox"/>	Double-check the format of all works cited citations and in text citations.	
<input type="checkbox"/>	Check for common sentence errors like comma splices, run-ons, and fragments.	
<input type="checkbox"/>	Check to make sure that you speak in a consistent voice. First person is allowed, but should be consistent throughout.	
<input type="checkbox"/>	Make sure to check spelling, especially of commonly confused words like “there,” “their,” and “they’re.”	

## Voice and Diction

<input type="checkbox"/>	Is the writing style suited for your subject? Be careful of being too casual.	
<input type="checkbox"/>	Look for slang words that might have snuck in. If you refer to any technical vocabulary specific to a given field, make sure its meaning is clear to a general reader.	
<input type="checkbox"/>	If you used any vocabulary from the class, make sure it is used correctly.	
<input type="checkbox"/>	Read for any unclear, vague, or boring words and revise accordingly	
<input type="checkbox"/>	Read for any clichés or trite language.	