**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 |