

## Before Submitting Your Final Draft

So you think you are finally done with your research paper! Congratulations! But before you hand it in, there are some important questions to consider.

- Read over the assignment sheet or any notes you have on your instructor's directions. Have you covered every aspect of the question and completed every task assigned?

### Sources & Documentation:

- Do your sources meet the instructor's requirements? Are they the right kind of sources (electronic, print, database, etc.) if this was specified? Are they valid sources (appropriate for an academic paper)? Do you have an appropriate number of sources?
- Did you put quotation marks around every phrase or sentence that you lifted directly from a source? Do you also have a citation at the end of it?
- If you paraphrased anything from a source, do you have a citation at the end of the paraphrased material?
- Are your in-text citations formatted correctly according to the documentation style you were required to use?
- Is your list of references (APA) or Works Cited page (MLA) complete—does it list *every* source that you had an in-text citation for?
- Did you use a documentation guide or handbook to check the format of every citation in your list of references (APA) or Works Cited page (MLA)?

### Paper Format:

Did you format your paper correctly, according to the documentation style? Check the style requirements for the following:

- font style and size
- size of margins
- page numbers (where to put them)
- heading (what belongs in it and where it should be)
- title page (whether you should have one; how it should look)
- indentations (where they are appropriate and how big they should be)
- spacing (i.e., double-spacing or single-spacing).

### Final Proofreading:

- Check for simple typos.
- Run a spell-check, but also proofread for spelling errors.

- Make sure all of your punctuation is in place. Check your punctuation with in-text citations especially.
  - Check for repetition of individual words or phrases. Choose more varied or more sophisticated vocabulary.
  - Proofread for wordiness: are there any wordy phrases or sentences that you can rewrite more succinctly?
  - Notice your sentence structure. Is it varied enough?
  - Proofread for grammar mistakes and correct any you see.
- Now read your paper aloud to yourself. Does everything *sound* okay to you? If not, you may have problem such as faulty grammar, repetition, or wordiness. Try revising until it not only looks good, but sounds good!
- Be sure to follow any specific directions your instructor may have given you for submitting the paper. Unless otherwise directed, you should print your paper on white paper and staple it neatly before submitting it.