

Use this checklist in conjunction with the Survival Guide to Essay Writing to make sure your assignment is ready for submission.

## Structure

- Have you answered every part of the question? Check the assignment instructions!
- Does your essay stay focussed on the question and have a clear argument?
- Do you address the relevant learning objectives?
- Does your essay have a logical progression, with every paragraph following on from the last?

## Introduction

- Is there a thesis statement (a statement of the main point of your essay)?
- Does your thesis statement directly address the question?
- Have you included a brief essay 'map', describing how the essay is structured?

## Body Paragraphs

- Does every paragraph stick to a clear topic? Each paragraph should only cover one main point.
- Does the first sentence of each paragraph (topic sentence) clearly introduce your new point?
- Are the important concepts discussed clearly?
- Does the evidence provide relevant and credible support?
- Do the sentences flow coherently or have you wedged some ill-fitting concepts side by side?

## Conclusion

- Have you given a brief summary of the main points?
- Have you expressed a point of view that responds directly to the question asked?
- Does your conclusion follow logically from the body of your essay, and mirror your introduction?
- Have you avoided introducing any new information?

## Referencing

- Have you used a range of academic sources to back up your work?
- Have you stayed faithful to the authors' original meaning, and not taken their ideas out of context?
- Have you distinguished between fact and opinion in referring to your sources?
- Have you cited your sources accurately? (Check out 'reference guides' on the library website)
- Is your reference list or bibliography correct? (Check out 'reference guides' on the library website)

## Style & Genre

- Have you used the correct genre: report, essay, reflection, etc.?
- Have you used formal language, writing words in full and avoiding contractions such as 'don't'?
- Have you used the terminology of your discipline appropriately?
- Have you used appropriate evidence for your discipline?
- Is there any repetition?
- Are your sentences clear and concise?
- Have you cut out anything unnecessary?

## Presentation

- Have you followed the presentation instructions in your module handbook? Check to make sure!
- Unless otherwise stated, use 1.5 spacing, size 12 font, and set adequate margins.
- Have you stayed within the word limit?
- Have you saved a copy, made a back-up and printed an extra copy for proofreading?
- Have you checked your spelling?
- Have you checked your grammar (perhaps using TextHelp)?

**Finally, look at the marking criteria. What grade would you give yourself? Ready to submit? Good!**

## Support

Study Development offers workshops, short courses, 1 to 1 and small group tutorials.

- Join a tutorial or workshop on the [Study Development tutorial and workshop webpage](#) or search 'YSJ study development tutorials.'
- Access our Study Success resources on the [Study Success webpage](#) or search 'YSJ study success.'