

Writing the Paper

Writing a paper is much easier if you can follow an outline. In fact, writing a paper without an outline can cause overwhelming stress because of the potential pitfalls of this accelerated process.

- Avoid writing a paper whose topic is too broad to be fully explored.
- Avoid writing a paper whose ideas are not all related to the thesis.
- Avoid writing a paper without having enough literature to back up your ideas.

The various steps of the writing process are designed to prevent these drawbacks. If you have not planned your paper, we suggest that you **define the topic**, **do some research** and **make an outline** before you start writing. Following these steps will not only make writing easier for you, but they will also make your paper easier to read for the professor.

Introduction

- Do I put in context the topic of the paper?
- Do I clearly formulate the thesis?
- Do I stay on topic?

Body

Following the instructions

- Did I understand the goal of the paper?
- Did I respect the format of the paper?

Planning the paper

- Did I clearly express the topic of the paper in the form of a question or statement?
- Did I evaluate the information taken from the literature?
- Did I group similar ideas and eliminate irrelevant ideas?

Writing the paper

- Do I present my ideas in a logical order?
- Do I communicate my ideas in a clear way?
- Do I specify how the ideas are related by using transition words?
- Do I correctly integrate source material and references?

Conclusion

- Do I answer the thesis question or prove the validity of the thesis statement?
- Do I make connections between the main ideas and the thesis?

WRITING THE PAPER

Checklist

Introduction

The introduction has three sections: the context, the thesis and the outline.

The introduction does not represent more than 10% of the paper.

The thesis is clear and easy to find.

The main ideas are presented in the right order.

Body

I followed the instructions.

I followed the outline.

The main ideas are clear.

The supporting ideas and examples are relevant.

I used formal language and checked the meaning of unknown words.

I used the right referencing style. (APA, Chicago Manual, MLA ...)

The quotations, paraphrases and summaries are correctly integrated.

The referencing format is consistent from one citation to another.

Conclusion

The conclusion has two sections: the summary and the final thought.

The conclusion does not represent more than 10% of the paper.

The connections between the main ideas and the thesis are clear and obvious.

No new arguments are introduced.