Sections for Final Research Project

* Letter or Email of Transmittal or Introduction\*
  + Addressed to your audience
  + Introduces yourself, if your audience doesn’t know you
  + Briefly tells your audience what they’re about to read
* Cover Page
  + Title
  + Your name
  + Whom you’re presenting the paper to
  + Anything else you want on there!
* Table of Contents\*
  + Includes accurate page numbers
  + Includes a list of figures, if necessary
* Summary or Abstract
  + Can stand by itself, making sense without the whole document
* Body Sections, divided and labeled as appropriate
  + Introduction
  + Body sections with headings, and possibly subheadings
  + Conclusion
* Appendices, if necessary
* References or Works Cited
  + Pick a citation style and stick with it (MLA, APA, Chicago, ACS, etc.)

Other Things to Check

* The purpose (AKA thesis) of my paper is clear to the reader.
* Everything I’ve included serves the argument I’m trying to make.
* Section headings and subheadings are parallel in structure and format.
* My paragraphs are of manageable length.
* When/if I use bulleted or numbered lists, they are parallel in structure.
* I have strong topic sentences leading into sections, subsections, and paragraphs.
* My ideas transition well from one to the next.
* I edited and proofread this paper before turning it in.
  + My commas are in the right places.
  + My sentences are connected to each other well.
  + My sentences are concise and easy-to-follow
  + I use active voice whenever possible.
  + My figures and tables are labeled, and I refer to them in text when necessary.
  + I’ve paid particular attention to the things Seema has pointed out in my previous papers.
* I bring in research to serve the point I’m trying to make. (I don’t include gratuitous, unnecessary facts; I also don’t have sections that should be supported by research but aren’t.)
* I quote, paraphrase, and summarize as appropriate.
* Everything that needs to be cited is cited properly.

\*not necessary for scientific journal articles, but should be included for everything else