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