

First Draft Checklist

- **Paper is a minimum of 1200 words**
- Research question is stated at the top of the paper
- **Thesis is clearly presented (preferably at the end of the first paragraph)**
- **Each paragraph is introduced with a clear topic sentence which states the claim that will be proven in the paragraph using factual evidence.**
 - Each paragraph helps answer the research question in some way, and that way is clearly articulated.
 - Paragraphs are not simply informational
- There is an attempt to conclude each paragraph with a reassertion of the topic sentence that connects the main idea (claim) of the paragraph to the overall thesis (or the overall claim of a section of the paper) — *This is part that will probably require the most attention between the first draft and the second draft. And as alterations are made to the conclusion sentences, alterations to the topic sentence will probably also be required (and is what will make a stronger paper).*
- **Material is cited correctly**
 - **Quotes have quotation marks and footnotes**
 - **Ideas that are in one's own words are not quoted but are still footnoted**
 - **Footnotes contain page numbers, or section/chapter numbers for sources without pagination**