

Academic Writing Checklist

Understanding of the Topic

1. Have I discussed the relevant issues covered in the module related to the topic? ☐
2. Have I included my insights / experience / reflections related to the topic or literature (where necessary)? ☐
3. Have I read and referred to relevant material and sources found outside the module? ☐

Use of the Literature

4. Have I used a wide range of relevant literature? ☐
5. Is the literature up to date and reliable? ☐
6. Are all my points well-supported by literature, experience, practice or data? ☐

Critical Analysis

7. Have I drawn the material together to develop an argument? ☐
8. Have I just been descriptive or have I analysed material / sources / experience / relevance of theory to practice? ☐
9. Have I demonstrated original thought / brought new insight to the subject matter? ☐
10. Have I shown reflection and the ability to question myself and my discipline? ☐

Structure of Argument

11. Have I structured my introduction clearly – significance, aim, argument, structure? ☐
12. Have I presented a logical structure that can be followed easily? ☐
13. Have I answered all parts of the question? ☐
14. Have I linked sections together? ☐
15. Do all my paragraphs have a clear point with explanations / examples, evidence and evaluation? ☐
16. Have I included a conclusion that brings things together clearly? ☐

Language and Grammar

17. Have I avoided informal language, contractions and slang? ☐
18. Have I avoided vague language or using too much language (padding)? ☐
19. Have I checked the essay for unfinished, ungrammatical sentences and corrected them? ☐
20. Have I used a UK Spellcheck? ☐

Referencing Technique

21. Have I checked my references are accurate? ☐
22. Have I ensured that I have paraphrased and summarised the sources? ☐
23. Have I cross-checked that all my in-text references match up with the Reference list at the end/ Bibliography? ☐

Proof-Reading

24. Have I asked a critical friend to look through my work? ☐