Final Paper Checklist

Scholar's Name:

Final Paper Due Date:

Carefully check through these reminders to make sure the work you're handing in isn't missing any of the basics. You've been working hard on your paper and it's easy to lose track of a detail or two - this list is here to help you catch them!

Note that what you submit as your final paper is what your professor will evaluate, and what we will send to colleges if you ask us to.

Before you submit your final paper:

- ❖ **Did you check you met the paper requirements stated on the syllabus (regarding for example citation style, font size, page count, etc.)?**

- ❖ **Did you check your paper for plagiarism or missing citations through the "Check your paper for plagiarism here" assignment located in the Course Materials page on Schoology? Check to make sure any highlighted sections are quoted/cited correctly? Does your paper have an appropriate TurnitIn score (not too high, not too low; maybe around 15-30%)? Remember, the Turnitin guidelines are in the Research Seminar: Unit 3 materials.**

- ❖ **Did you remove any comments/edits from the Writing Center or from your professor, so that you're submitting a clean and polished paper?**

- ❖ **Did you give your paper a title?**

- ❖ **Did you put your full name on your paper?**

- ❖ **If you have any questions prior to uploading your final paper, reach out to your PCA to resolve any issues before the due date.**

When you submit your final paper:

- Your final paper must be submitted in the Course Materials section of Schoology, upload the final paper in the assignment called "Submit your final paper here".
- The file you submit must be in either .doc, .docx, or .pdf format - or whichever specific format your professor may require.
- When you've uploaded your paper to "Submit your final paper here", you won't be able to submit again - so be sure to double-check it one final time. (If you run into any issues later, your PCA can help.)