



## **10-point checklist: Are you ready to submit your essay?**

- Are all of your references from reliable sources? If you have used Wikipedia or blog posts, can you justify using these rather than academic sources?
- Does your introduction mention all of (and only) the topics that you discuss in your body paragraphs?
- Do each of your body paragraphs have a topic sentence? Do these topic sentences 1) introduce the new topic about to be discussed and 2) show how the new topic helps to answer the essay question or support your argument in answering the essay question?
- Is your word count logically distributed between your body paragraphs? Have you spent enough time discussing each topic, have you spent too much time on any?
- Does your conclusion include any information that you have not discussed in the body of your essay? It shouldn't!
- Do you have a concluding statement in your conclusion? Have you definitely proved it in the body paragraphs?
- Have you used all acronyms (e.g., UN) correctly? The first time, you should write the term in full (e.g., United Nations) followed by the acronym in brackets. Subsequently, you only use the acronym UN. Be careful not to introduce an acronym that you don't use again. In this case, you can just write the term in full; there is no need to introduce an acronym.
- Have you read your essay aloud a few times to try to identify problems with sentence length and flow?
- Have you performed a Spelling and Grammar check?
- Is your essay neatly formatted, following the advice of your tutor or department regarding font size and spacing? If no advice has been given, Elite Editing recommends a body text of 12pt Times New Roman, 1.5 spaced with a line left between paragraphs.