



CHECKLIST FOR THE WRITING PROCESS

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I. Getting Started

- A. Have you written down the issue or thesis statement?
- B. Have you written down a research strategy?
- C. Have you written down a deadline schedule?

II. Researching

- A. Have you followed your strategy?
- B. Have you allotted specific time for each step and source?
- C. Have you taken effective notes?
- D. Have you systematically kept track of reading and sources?
- E. Have you avoided tangents and tracked your thesis?

III. Organizing

- A. Have you made a general outline of your paper based on your thesis statement?
- B. Have you connected your research with your outline?
- C. Have you thought about trying another organizational structure?
- D. Have you checked your structure from a reader's point of view ?

IV. Writing

- A. Have you focused on just getting it written, rather than editing while you write?
- B. Have you organized your materials for ready access?
- C. Have you kept your voice alive in the text?

V. Revising

- A. Have you worked on the hardest sections first?
- B. Have you critiqued your own writing?
- C. Have you worked in the criticisms systematically?
- D. Have you made sure any reader will understand your meaning?

VI. Polishing

- A. Have you checked all cites according to the Bluebook?
- B. Have you Shepardized?
- C. Have you broken the paper into sections to be polished one at a time?
- D. Have you read each section separately for typos missed by Spellcheck and for words left out?
- E. Have you read backwards, aloud, or with a ruler to double check?