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?