



Paper Writing Checklist

Department of Social and Cultural Anthropology, 2021

Content

Title

- Does my title reflect the paper's argument?
- Does it invite readers to read on?

Introduction

- Do I make the paper's theoretical and societal relevance clear?
- Do I outline the research question, problem and aim clearly? Is the research question original, challenging, innovative?
- Are the problem, question, objectives, line of argumentation and core concepts well explained in the introduction?

Main body

- Is the main body of the text logical and coherent and does it logically follow from the introduction?
- Are the section headings relevant? Do they make sense?
- Do I summarise ideas from the literature (or other sources) clearly and correctly?
- Do I present an idea independently, establishing new links between various ideas and concepts, and do I critically engage with existing knowledge?

Conclusion

- Are the themes set out in the introduction and discussed in the main body summarised and concluded in conclusion?

References

- Are the sources that I have used in the paper correctly cited and referenced?
- Besides the written works, are all images, films and other artworks correctly referenced?
- Is the in-text reference system consistent and does it conform to the conventions in the field?
- Do the reference list and in-text references comply with the course guidelines?

Language and style

- Is my spelling and grammar up to standard and coherent, i.e. only US English or only UK English? Have I used a spelling check? Have I checked the spelling of names as well?
- Is the language clear?
- Are the technical and theoretical terms explained well and used consistently?

Format

Title page

- Does the paper include a title page with the paper's title, student number, student name, name of the course, professor's name, total word count of the text and date? Please note that a compulsory MA thesis title page template is provided by the university.

Layout

- Is there a table of contents (if applicable, only for longer papers)?
- Does the document have margins of approximately 2.5 cm and line spacing of 1.5? Do I use a 12-point font and only font used throughout the text?
- Are the paragraphs consistently styled (e.g. indented throughout or with blank lines between paragraphs); are the headings and subheadings consistently formatted?
- Are the pages numbered?