

Checklist for Step 5

Assignment Survival Kit	Yes ✓	No x
Checking your referencing		
Have you referenced your direct quotations correctly?		
Have you correctly cited all the sources you used?		
Is your reference list complete?		
Is your reference list in the correct order?		
Style and formatting		
Have you removed all the 'planning' and 'reminder' notes from your document?		
Have you used one font throughout the document?		
Have you included any cover sheet as required by your department?		
Is your work ready to submit in the correct format to the correct 'drop-box'?		
Proof-reading and final editing		
Have you checked your introduction?		
Is your thesis statement clear?		
Does your conclusion match your thesis statement?		
Does each paragraph have a clear topic sentence?		
Does your argument develop logically?		
Have you checked your spelling?		
Have you checked your grammar by reading each sentence aloud?		
Is your punctuation accurate and correct?		
Have you written in a suitable style i.e. using academic register with appropriate specialist language?		