This handout is designed to help you to double-check your final paper against your professor's prompt by creating a checklist. While not all prompts will answer all questions, you might look over this checklist when you first get your prompt to ensure that you won't have any last-minute questions before your paper is due.

LOGISTICS:

When is your paper due?
What is the length?
What are the formatting requirements?
What is the citation style?

SOURCES:

How many sources should you reference?
Are there any sources you should avoid?
Is there a special way that your professor wants you to cite sources from class (i.e. packet materials or discussions)?

ORGANIZATION:

Is there a set organization for your paper?

AUDIENCE:

Who is the audience for your paper?
What do they already know?
What will you need to explain to them? (terms? summaries? theories? methods?)

ARGUMENT:

What question should your paper answer?
What are the verbs in the prompt? Are you defining? Explaining? Arguing cause & effect? Comparing?
        Contrasting? Proposing?
What are the implied questions that you'll need to answer?
Are you expected to address a counterargument? (Either point out the limitations of your own idea or cite other
        scholars who might propose another way of looking at the idea?)

PURPOSE:

Why are you writing this assignment?
What knowledge does your professor want you to demonstrate?
What skills will you be demonstrating in this paper?