

Checklist for Essay Writing

1. Title
 - a. Clear focus
 - b. Capitalization
2. Introduction
 - a. Thesis statement: what you claim about the work you analyse
 - b. Choose a literary aspect to analyse
3. Body
 - a. Proportionate paragraphs
 - b. Topic sentences
 - c. Each paragraph is the elaboration of an idea subjected to your thesis statement
 - d. Elaboration of an idea: details, textual examples, analysis, sources
 - e. No paraphrase
 - f. Biography only if absolutely relevant to your analysis
4. Conclusion
5. Formal style
 - a. No colloquialisms, no slang
 - b. No contractions
 - c. Coherence & cohesion
6. Grammar
 - a. Set file language to UK English & use spellcheck before submitting your paper
 - b. Do not mix tenses
 - c. Each pronoun must have a clear reference
7. Use sources according to MLA
 - a. https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html
 - b. Book titles in italics, short titles (essays, poems etc.) between quotation marks
 - c. Use academic sources that have an author, a title, and a publisher
 - d. Clearly indicate sources (author + page number in parentheses after each quotation or paraphrased idea)
 - e. Works Cited: full, detailed biography of your sources at the end of your paper