

# Historical Writing Essay Checklist

**At a Glance Checklist** (if you can not check a box, put explanation or example below line)

- ☐ First word of each paragraph is indented
- ☐ Proper names/Titles are capitalized
- ☐ No first names only are used (except special people like Napoleon)
- ☐ No personal pronouns (I, me, my, we, you, etc. – unless in a direct quote)
- ☐ No anonymous “they” or generalized “people” used
- ☐ Written entirely in the past tense
- ☐ No “in conclusion” used in the conclusion
- ☐ No “document #” used in the essay
- ☐ Spelling has been checked
- ☐ Evidence is cited and quoted in each paragraph of the body (not intro. or conclusion)

**Reading Checklist** (put explanation or example below line where possible)

- ☐ The question is NOT in the introduction
- ☐ Thesis statement exists (write thesis statement below)
- ☐ There is only 1 thought or idea per paragraph
- ☐ Each body paragraph starts with a transition statement and ends with a conclusion
- ☐ Evidence is cited and quoted in each paragraph of the body (not intro/concl)
- ☐ Sentences make sense, are complete and do not ramble
- ☐ Every idea is explained, nothing is assumed
- ☐ All information is accurate
- ☐ Accurate logic is used (all the dots are connected and no contradictions)
- ☐ Conclusion sums up essay and restates thesis
- ☐ No new arguments are made in conclusion
- ☐ Paper flows from start to finish without any jarring moments
- ☐ Was the thesis proven by the paper?
- ☐ Suggested Changes?