

TOP 5

Submitting a Paper

1	Proofread Carefully proofread your paper to catch any typos, grammatical errors, or spelling mistakes. Reading the paper aloud or having someone else review it can help identify issues that may have been overlooked.
2	Format and Style Check Ensure that your paper adheres to the required formatting and style guidelines. Check margins, font size, line spacing, and citation formats according to the specified style guide (e.g., APA, MLA). Consistency in formatting enhances the professionalism of your work.
3	Plagiarism Confirm that all paraphrased content and quotations are appropriately credited following the guidelines for citing and referencing.
4	Final Content Review Assess the overall coherence, clarity, and relevance of your points. Confirm that your paper effectively addresses the research question/ thesis and that each section contributes meaningfully to the objective.
5	Submission Requirements Confirm assignment deadlines and guidelines. Check you have met all requirements such as word count, page limit, page numbers, margins, title page, table of contents, abstract, and reference list if stated in guidelines.