



Checklist to Review in a Paper

Writing a good paper involves a recursive experience in a recurring read-write-review-revision cycle. No one in the whole world can write a good paper by writing only one time. To help you in your effort to reach a high level of quality, this checklist has been written for you to do the following: (1) self-review and (2) peer-review. It should be noted that you should revise your draft first based on your own review. Only after that can you ask one or two fellow students to review your paper.

Name of Writer:Name of Reviewer: Date of review:

(If you review your own paper, just write the date of your review)

- The points in the list below will guide you in reviewing the crucial points of the paper. Please read the paper and use the checklist to give comments for feedbacks. You can put a tick (√) under the appropriate column to show your rating of the item, ranging from 1 – 4 (See the note below). Your rating of each item should be followed by a comment to be written under the provided column.

Note: 1 = very poor; 2 = poor; 3 = good; 4 = very good.

No.	Items	Scales				Comments
1.	Topic formulation (verbs used, length)					
2.	Abstract:					
	a. Content (problem = the gap between the desired and real conditions, way of solving, coverage)					
	b. Organisation (a description of the desired condition, the description of the reality, problem statement, statement of objective and to reach it, coverage)					
	c. length (200-250 words)					
3.	Introduction					
	• briefly describes the focus of your overall paper and its main points.					
	• highlights background information or issues					



No.	Items	Scales				Comments
	necessary to understand the direction of your paper.					
	<ul style="list-style-type: none"> • defines any key terminology necessary to understand the topic. 					
4.	Body sections and subsections					
	<ul style="list-style-type: none"> • present relevant points 					
	<ul style="list-style-type: none"> • are organized from general to particular 					
	<ul style="list-style-type: none"> • are coherently organised 					
5.	Body paragraphs					
	<ul style="list-style-type: none"> • each begins with a topic sentence (the writer's own words) 					
	<ul style="list-style-type: none"> • present adequate supporting details 					
	<ul style="list-style-type: none"> • are supported by relevant references 					
	<ul style="list-style-type: none"> • end in a concluding sentence (the writer's own words) 					
	<ul style="list-style-type: none"> • are too long (the longest = $\frac{3}{4}$ page) 					
6.	Conclusion					
	<ul style="list-style-type: none"> • restates the thesis from the introduction in different words 					
	<ul style="list-style-type: none"> • summarises the main points 					
	<ul style="list-style-type: none"> • ends with a strong clincher statement 					
7.	References					
	<ul style="list-style-type: none"> • are written in an alphabetical order 					
	<ul style="list-style-type: none"> • are written in the APA system 					
	<ul style="list-style-type: none"> • contain at least 5 books (the last 10 years) 					
	<ul style="list-style-type: none"> • contain at least 15 journal articles (the last 5 years) 					
	<ul style="list-style-type: none"> • are written using the APA (consistent with the <i>Panduan</i>) 					



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