Reports Checklist

Check your assignment marking criteria or any other instructions given, as well as the marking criteria or rubric.

Structure
- Introduction
- Body, divided by headings as described in your assessment information, or if not specified, as used by your discipline for your report type
- Conclusion
- Reference list
- Other inclusions if specified, e.g. Appendix

Structure (continued)
- Reference list
  - Listed in alphabetical order
  - Each entry follows the sequence and formatting for the same referencing style (e.g. APA, Harvard, Chicago) (For help: Referencing & Citation guide)

Content, expression & formatting

Content
- I have understood the question or task I have been given. (For help: Analysing the assignment question)
- I have answered the research questions or addressed the topic for my report.
- I have paid attention to the most important factors according to the marking criteria.

Expression
- I have used language appropriate for academic writing (formal, impersonal, technical and abstract). (For help: Report tone)
- I have proofread my writing and fixed any errors in grammar, vocabulary, spelling, or punctuation. (For help: Finishing and submitting)

Formatting
- I have followed instructions for line spacing.
- I have followed instructions for page numbering.
- I have followed instructions for using headings.
- I have provided correctly formatted labels for tables and figures.

Need more help? Library Study Smart Officers are also a resource for you and are available to help you improve your academic writing. To find out hours and locations, visit the Library Study Smart Officers page.