# Assignment Writing in Counselling and Psychotherapy: Top Tips

# Checklist

*Mick Cooper, July. 2020*

The following checklist should be used after you have completed draft of an assignments to check over grammatical and formatting issues (see guidance [here](https://mick-cooper.squarespace.com/new-blog/2019/12/19/common-mistakes-in-writing-up)). Mark the ‘checked’ box when you have gone over each issue. The ‘To check’ box is for peers, or your markers, to note where issues still need further attention. Add your own issues at the end of the list to remind yourself to check.

|  |  |  |
| --- | --- | --- |
|  | Checked | To Check |
| 1. None of my sentences are longer than three lines, except for very good reasons |  |  |
| 1. None of my sentences have more than two or three clauses, except for very good reasons |  |  |
| 1. I have checked over my paper for repetition and removed where necessary |  |  |
| 1. I have checked each of my paragraphs, and each one focuses on just one main point |  |  |
| 1. I have checked each use of an apostrophe, and each one is correct |  |  |
| 1. All my quotation marks are single, except quotations within quotations |  |  |
| 1. Numbers less than ten are written out in words, except for dates etc. |  |  |
| 1. I have checked all capitalisations of words and they are all correct |  |  |
| 1. All direct quotations have a page number given for them |  |  |
| 1. All quotations of 40 words or more (yes, I’ve counted) are block indented |  |  |
| 1. My formatting for quotations is the same as with other text |  |  |
| 1. The page numbers in parenthesis and full stops are in the right order |  |  |
| 1. Key terminology is the same throughout. |  |  |
| 1. All acronyms are necessary (commonly used, or used regularly in the paper) |  |  |
| 1. I have explained any key terms that might be new to the reader |  |  |
| 1. I have italicised key terms on first use |  |  |
| 1. I have avoided the use of footnotes/endnotes unless absolutely necessary |  |  |
| 1. I have used commas meaningfully and not sprinkled randomly like fairy dust |  |  |
| 1. I have used an Oxford comma throughout my text (or been consistent in not using it) |  |  |
| 1. I have a clear break between all my paragraphs |  |  |
| 1. My headings stand out from the rest of the text, and it’s clear which are the higher/lower levels |  |  |
| 1. I have given a source reference for any claims that I have made (or made it clear it’s my opinion) |  |  |
| 1. Every bit of text with a red or blue line under it (in Word) is as it needs to be (spell and grammar checkers) |  |  |
| 1. I have used a meaningful file name |  |  |  |
| 1. … [Add any of your own ‘rules’ here, like ‘I have not used Comic Sans’] |  |  |
| 1. … |  |  |
| 1. … |  |  |