

### **Questions To Ask When Finalizing the Paper**

As you finalize the paper, ask the following questions:

1. Have I answered the question the paper posed?
2. Is the summary of the paper's conclusion in the introduction clear, concise, and complete?
3. Is everything I say in the paper factually and legally correct?
4. Have I included everything in the paper that the reader should know?
5. Are my treatments of cases, guidelines, theories, and the like complete and clearly explained?
6. Do authorities stand for the propositions for which they are cited, are the citations in proper Blue Book form, and have I used the appropriate introductory signals (see BB Rule 1.2)?
7. Does the paper have a natural linear organization and a compelling narrative?
8. Have I answered all the questions the reader will likely ask when reading the paper (and placed the answer in the text where the reader would expect to find it)?
9. Do I have good introductory and concluding paragraphs for each section and subsection?
10. Have I used the active voice and limited the use of the passive voice except when absolutely necessary?
11. Are my word choices appropriate, accurately convey what I mean to say, and suitable for formal legal writing?
12. Is the paper grammatically correct (including punctuation)?