

Final Submission Review Checklist — Book Report

Use this final review checklist before submitting your book report. Ensure all requirements are met, formatting is correct, and your writing is polished.

1 ✓ CONTENT COMPLETION

- 2 ● All required sections are included (introduction, summary, analysis, conclusion).
- 3 ● The book title and author are clearly mentioned.
- 4 ● Characters, themes, and key events are accurately represented.
- 5 ● All examples and quotes support your analysis effectively.

6 ✓ WRITING QUALITY

- 8 ● Sentences are clear, concise, and easy to read.
- 9 ● Tone is appropriate for an academic book report.
- 10 ● No vague or repetitive statements remain.

11 ✓ ORGANIZATION & FLOW

- 13 ● Paragraphs are well-structured with strong topic sentences.
- 14 ● Ideas flow logically from one section to the next.
- 15 ● Transitions between paragraphs are smooth and purposeful.

16 ✓ GRAMMAR & MECHANICS

- 18 ● Spelling has been checked thoroughly.
- 19 ● Punctuation and capitalization are correct.
- 20 ● Grammar errors (run-ons, fragments, tense shifts) are fixed.

21 ✓ QUOTES & REFERENCES

- 23 ● All quotes are properly integrated and cited.
- 24 ● Bibliography or works cited page is included (if required).
- 25 ● Formatting matches the specified citation style (MLA/APA/Chicago).

26 ✓ FORMATTING REQUIREMENTS

- 28 ● Font size, spacing, and margins follow instructions.
- 29 ● Page numbers are included if needed.
- 30 ● Document is neatly formatted and easy to read.

31 ✓ FINAL READ-THROUGH

- 33 ● I read the entire report out loud to check flow.

34 ● I checked that the report meets length requirements.

35 ● The final PDF or printed version looks clean and professional.

36
37 ✓ **READY TO SUBMIT**

38 ● I saved a copy for my records.

39 ● I verified submission method (upload, print, email).

40 ● The report is complete and ready for submission.