

## Research Paper Final Checklist

### Format

- \_\_\_\_\_ Heading in upper left corner on first page only.
- \_\_\_\_\_ Header (last name page number) in upper right corner on **every** page, even Works Cited.
- \_\_\_\_\_ Size 12 font, Times New Roman, black ink.
- \_\_\_\_\_ Double spaced with 1" margins and no unnecessary spaces.
- \_\_\_\_\_ Works Cited on a separate page.

### MLA Citation

- \_\_\_\_\_ All research is cited.
- \_\_\_\_\_ Citations appear in parentheses at the end of the sentence before the period.
- \_\_\_\_\_ Citations include author's name or title (and page number for books).
- \_\_\_\_\_ Conventions in citations are correct (capitalization, punctuation, spelling, etc.).
- \_\_\_\_\_ Sources cited within the paper match Works Cited entries.

### Works Cited Page

- \_\_\_\_\_ Contains all sources that are cited in the paper.
- \_\_\_\_\_ Entries are alphabetized, not numbered or bulleted, and reverse indented (etal. hanging indent).
- \_\_\_\_\_ Entries are double spaced, but no extra spaces between entries.
- \_\_\_\_\_ Same font and spacing as rest of document with Works Cited centered at top of page.
- \_\_\_\_\_ Entries demonstrate accurate MLA format.

### Content

- \_\_\_\_\_ Thesis clearly and accurately states the main idea/argument of the paper.
- \_\_\_\_\_ The paper takes a position or makes an argument about the topic.
- \_\_\_\_\_ Contains adequate information and details about all important aspects of the topic.
- \_\_\_\_\_ Contains adequate info that is NOT research (explanations, transitions, comments, etc.).
- \_\_\_\_\_ Balance between research and analysis.
- \_\_\_\_\_ Plagiarized text will result in a **ZERO** for the **ENTIRE** assignment.

### Organization

- \_\_\_\_\_ Introduction, several body paragraphs, and a conclusion.
- \_\_\_\_\_ Thesis appears at the end of the introduction.
- \_\_\_\_\_ Information is logically separated into paragraphs.
- \_\_\_\_\_ Paragraphs include topic sentences, several supporting details, and closing sentences.
- \_\_\_\_\_ Transitions between paragraphs.

### Language Use

- \_\_\_\_\_ Research is quoted, paraphrased, or summarized not plagiarized.
- \_\_\_\_\_ Language is formal, 3<sup>rd</sup> person, and appropriate for a research paper (no personal pronouns).
- \_\_\_\_\_ Sentences are reasonably clear, correct, and easy to understand.
- \_\_\_\_\_ Words are varied, academic, formal, and are used precisely and correctly.
- \_\_\_\_\_ Conventions (spelling, capitalization, punctuation, etc.) are correct (no contractions).