

Research Paper Checklist (good for self-evaluation or peer review)

Format

- ❑ Outline, paper, Works Cited have 1" margins on all sides
- ❑ All work is typed
- ❑ Font used is standard
- ❑ MLA format is followed (see your teacher or *MLA Handbook* for questions)

Outline

- ❑ Title of research paper appears centered at the top of the outline
- ❑ The last name and page number are in the upper right hand corner as a header on each page
- ❑ The title is creative
- ❑ The words "Thesis Statement:" precede the thesis statement
- ❑ The thesis statement is under the title
- ❑ Roman numeral I is the Introduction and the last roman numeral is the conclusion
- ❑ For every "A" there is a "B"
- ❑ For every "1" there is a "2"
- ❑ The first letter following each section of the outline is capitalized
- ❑ The outline is formatted using the hanging indent or stair step format
- ❑ The outline is double-spaced
- ❑ The outline uses parallel phrase format (no complete sentences)

Research Paper

- ❑ The research paper is at least 5 pages long for regular and 8 for honors and AP (not one line less)
- ❑ The last name and page number are in the upper right hand corner as a header on each page (continued numbering from outline)
- ❑ The last name and page number are not separated by a comma or the # sign
- ❑ The title is interesting and thought-provoking
- ❑ Paragraphs are indented
- ❑ The introductory paragraph is at least six sentences long
- ❑ The spell check was applied to the final draft
- ❑ The paper contains fewer than 5 spelling errors
- ❑ The paper contains fewer than 5 punctuation errors
- ❑ The paper is typed in Times New Roman or Arial fonts
- ❑ The paper is typed at 12 font size
- ❑ The paper is double-spaced
- ❑ The paper does not contain contractions (wouldn't, couldn't, can't, etc.)
- ❑ The paper does not use "illegal" first person pronouns (we, I, you, us, our, my, me, mine)
- ❑ The paper argues a point effectively
- ❑ The paper supports the thesis
- ❑ The paper uses appropriate sources to make a sensible argument
- ❑ The paper integrates quoted material effectively
- ❑ The paper does not rely heavily on only one or two sources
- ❑ Paragraphs do not come entirely from one source
- ❑ A variety of sources is used (5 sources with at least one interview and two from books)
- ❑ The paper is focused (It follows the outline and does not stray from the topic)
- ❑ The paper is clear (The phrasing is not confusing or muddled)
- ❑ The paper includes a student generated visual aid.

Citations

- ❑ Citations are in parentheses
- ❑ The author's last name is not followed by a comma before the page number
- ❑ The citation does not contain the following: p., pg., or # before the page number
- ❑ Page numbers are given for all print sources, paragraph numbers for all Internet sources
- ❑ Punctuation appears on the outside of the parentheses
- ❑ Direct quotes of more than 4 lines are indented 10 spaces
- ❑ All "borrowed" information is cited

Works Cited

- ❑ "Works Cited" is centered on the last page
- ❑ The Works Cited page is numbered as the last page of the research paper
- ❑ "Works Cited" is not in quotation marks, underlined, or in bold
- ❑ The entries are not numbered
- ❑ The entries are in alphabetical order based on the author's last name, or if no author, the title of the book or article
- ❑ All sources cited in the paper are listed on the Works Cited page
- ❑ There are no sources listed that are not cited
- ❑ The 2nd line of each entry and each consecutive line of that entry is indented 5 spaces
- ❑ Titles of books, magazines, newspapers, etc are underlined or italicized
- ❑ Titles of articles are placed in quotation marks
- ❑ Follows MLA format

Evidence of Plagiarism

(automatic failure of research paper if any box is checked)

- ❑ There are no internal citations within the paper
- ❑ Student has downloaded, copied, or bought a paper from someone else and turned it in as his/her own work
- ❑ Student has copied an entire article from a website or electronic database and turned it in as his/her paper
- ❑ Student has cut and pasted from several works and called the product his/her own work
- ❑ Student has faked citations
- ❑ Student has failed to put quotation marks around directly quoted material.