

Research Paper Checklist

For more information, consult the sections cited in Rampolla, *Writing in History*, 4th edition.

1. Mechanics (technical quality)

- ☐ Put your name, student number, identification as Junior Research Paper, word count for the body of the paper (not including notes and bibliography) and date in the upper left corner of the first page. This is followed by the title of the paper, centered on the page, followed by the paper itself. (See sample on page 7.) Do not attach a separate cover page.
- ☐ 4,000-4,500 text words (13-15 double-spaced pages, not including footnotes or endnotes and bibliography).
- ☐ 12-pt type, Times New Roman, one-inch margins, readable print quality.
- ☐ Pages are numbered. Do not put a name or other “header” with the page number.
- ☐ Footnotes or endnotes conform to style for history papers (Rampolla 7b, 7d-1).
- ☐ Bibliography conforms to standard style (Rampolla 7b, 7d-2).
- ☐ Author has completed spell-check and has carefully proofread the paper for spelling and typing errors.

2. Topic and sources

- ☐ Topic is workable and appropriate, with available primary and secondary sources (Rampolla 4a).
- ☐ Content of the paper, bibliography, and notes reflect an appropriate use of both primary and secondary sources to support the author’s thesis and develop his/her argument (Rampolla 1a, 2a, 2b).

3. Thesis – The paper has a clear, significant thesis statement (Rampolla 5a-2) included in the introduction.

4. Introduction – The paper has a clear introduction that puts the topic of the paper in context and includes the thesis statement (Rampolla 5a-2).

5. Body of the Paper (Rampolla 5a-3)

- ☐ Paragraphs are well organized to present evidence and interpretation supporting the thesis in a logical, coherent fashion.
- ☐ Paragraphs are linked with transitions and summary statements.

- ☐ Research cited (evidence) is thorough and supports the thesis.
- ☐ Anticipated objections to the thesis or argument are addressed.
- ☐ Primary and secondary sources are interpreted carefully.
- ☐ Quotations are used selectively and appropriately (Rampolla 4c).

6. Conclusion (Rampolla 5a-4)

- ☐ Adequately addresses the “so what” factor (states the most important conclusion and its significance).

7. Clarity of expression/thought (Rampolla 5b)

- ☐ Sentences are clear, complete, and engaging.
- ☐ Paper is written in the past tense.
- ☐ Author uses the active instead of passive voice as much as possible.
- ☐ There are no errors in standard English usage, punctuation or spelling.
- ☐ Word choice is careful and appropriate.
- ☐ Tone of the paper is appropriate for the subject and the audience.

Permission

As the author of a Junior Research Paper titled:

I consent to the reproduction and use of the paper or selected portions of it by the History Department at Wheaton College for educational purposes, including on the department’s web site. The content of the paper will not be altered.

Check One:

- ☐ Please maintain my anonymity as author of the paper or the portion used.
- ☐ Please credit me as author of the paper or the portion used.
- ☐ You may do whichever is appropriate for educational purposes.

Name (Please print): _____

Signature: _____ Date: _____

Samuel Student #123456
Junior Research Paper
Word count: 3350 words
Sept. 15, 2006

Your Paper Title Centered Here

The first paragraph of your paper should begin here. You do not need a special cover page. You do not need a binder. Simply staple your paper in the upper left corner.