**Research Paper Checklist**

English 10

\_\_\_\_ **First Page** **Formatting** (see page 7)

\_\_\_\_ Upper left-hand corner of the first page = heading (your name, your

instructor's name, the course, and the due date.)

\_\_\_\_ Double space the heading.

\_\_\_\_ Hit enter (no extra space) and center the title. Do not underline, italicize, or

 place your title in quotation marks; write the title in Title Case (standard

 capitalization), not in all capital letters.

\_\_\_\_ Hit enter (no extra space) between the title and the first line of the text.

\_\_\_\_ **Research Paper**

 \_\_\_\_ Thesis underlined in your introduction

 \_\_\_\_ Five direct quotes within the body

 \_\_\_\_ Transitions between main points

 \_\_\_\_ MLA format for in-text citations

 \_\_\_\_ Size 12

 \_\_\_\_ Double spaced

 \_\_\_\_ Times New Roman or Arial or Calibri

 \_\_\_\_ 5-7 pages

\_\_\_\_ **Works Cited** (Title at the top)

 \_\_\_\_ Alphabetical order

 \_\_\_\_ Reverse Indentation

 \_\_\_\_ Double spaced

 \_\_\_\_ Follows proper format (MLA 8)

\_\_\_\_ Submit (last page of paper) and print (paper clip to checklist)

\_\_\_\_ Your **LAST NAME and PAGE NUMBER** in upper right hand corner of

every page (including Works Cited).

\_\_\_\_ Have a hard copy (printout) of your outline to hand in (paper clip to the checklist) – do

 NOT submit with paper!

 Points Possible

Final Draft (see grading rubric on reverse side) 140

In-text citations 50

Works Cited (submit and print) 50

Final outline (print – do not submit) 10

 **Total: /250**

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|  **Teacher:** Mrs. Countess **Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| CATEGORY (28) | **4**  | **3**  | **2**  | **1**  |
| **Focus on Ideas** **\*In-text Citations****\*Direct Quotes (5)**  | * Topic is narrow, manageable, and fully addresses the prompt.
* Properly supports with specific, relevant, focused and convincing evidence (direct quotes & in-text citations).
 | * Topic and ideas address the prompt but supporting information is general.
* Citations may not follow proper format.
* Some direct quotes.
 | * Topic and ideas are somewhat clear but there is a need for more supporting information and in-text citations.
* Limited direct quotes.
 | * The main idea is not clear.
* There is a seemingly random collection of information and/or no in-text citations.
* No direct quotes.
 |
| **Organization/ Sequencing** | * + Inviting introduction with strong thesis and satisfying conclusion.
	+ Uses transitional words and phrases to connect ideas, and details are placed in a logical order.
	+ Keeps the interest of the reader
 | * + Introduction and/or conclusion is somewhat effective.
	+ Vague but somewhat effective thesis.
	+ Details are placed in a logical order but sometimes writing loses interest.
 | * + Ineffective introduction and/or conclusion.
	+ Questionable thesis.
	+ Some details are not in a logical or expected order, and this distracts the reader.
 | * + Little or no introduction and/or conclusion.
	+ No thesis.
	+ Many details are not in a logical or expected order.
	+ There is little sense that the writing is organized.
 |
| **Word Choice**  | * Word choice is powerful and engaging yet is also appropriate and professional.
* Strong vocabulary.
 | * Wording is mostly correct.
* Words and phrases work well.
* Average vocabulary.
 | * Writer uses words that communicate clearly and are generally correct, but words convey general meaning.
* Weak vocabulary.
 | * Writer uses a limited vocabulary that does not communicate strongly or capture the reader's interest.
 |
| **Sentence Structure/ Fluency**  | * Uses complete, well-constructed sentences that enhance meaning.
* Creative use of sentence length and structure for interest and flow.
 | * Most sentences are well-constructed with some varied structure.
* Some sentences incomplete.
 | * Some sentences are well-constructed but many have a similar structure.
* Some simple sentences.
 | * Sentences lack structure and appear incomplete or rambling.
* Little to no variation in sentence beginnings.
 |
| **Voice** **\*No 1st or 2nd person****\*In-text citations** | * The writer seems to be writing from research of the subject.
* Thoroughly includes citations throughout.
* Uses a tone that is suited to the audience/purpose.
 | * The writer seems to be drawing on research, but there is some personal knowledge or opinion.
* Somewhat includes citations throughout.
* Tone is somewhat suited to audience/purpose.
 | * The writer relates some of the research, but relies too much on own knowledge and/or copies too much from sources.
* Rarely includes citations throughout.
* Tone hints at purpose but may not be appropriate.
 | * Writing lacks proper research and citations.
* The writer has either used mainly personal knowledge or has copied mostly from sources.
* Tone is ineffective and/or flat and lifeless.
 |
| **Spelling/Grammar (conventions)**  **\*5-7 pages** **\*Typed, double-spaced** **\*Proper paragraphing** | * Writer makes no/few errors in grammar and usage that distract the reader from the content (including proper punctuation, capitalization, spelling and paragraphing).
* Fulfills requirements.
 | * Writer makes occasional errors in grammar and/or usage that distract the reader from the content (proper punctuation, capitalization, spelling and paragraphing).
* Partial fulfillment of requirements.
 | * Writer makes many errors in grammar or spelling that distracts the reader from the content (proper punctuation, capitalization, spelling and paragraphing).
* Ineffective fulfillment of requirements.
 | * Writer makes extreme errors in grammar or spelling that distracts the reader from the content (proper punctuation, capitalization, spelling and paragraphing).
* Lacking requirements.
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| **Works Cited & MLA Formatting** **\*Proper heading** **\*Proper pagination** | * Sources are properly formatted and appear in alphabetical order.
* Name, p.# top right.
* Citation requirements met.
 | * Sources are somewhat formatted correctly and in alphabetical order.
* Page numbering correct.
* Citation requirements partially met.
 | * Sources are inaccurate and/or not in alphabetical order.
* Incorrect page #ing.
* Citation requirements

 somewhat met. | * Sources are formatted incorrectly and not in alphabetical order.
* Incorrect page #ing.
* Citation requirements have not been met.
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**Score (rubric score x5) = /140**