**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| 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. |
| **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. |

**Score (rubric score x5) = /140**