

Checklist for Research Project

Your research paper will be grade holistically, but the following items will be examined:

I. All components handed in

- _____ note cards in binder or box
- _____ title pages uses suggested format
- _____ final outline with title and thesis statement at the top
- _____ text of paper (with page numbers)
- _____ Works Cited page
- _____ number of words recorded at the end of the paper _____

II. Final Outline

- _____ thoughtful and well-stated thesis statement
- _____ correct outline form
- _____ appropriate spacing and capitalization
- _____ clearly-worded headings written in noun phrases
- _____ logical organization of ideas
- _____ clear relationship to thesis statement
- _____ outline accurately reflects paper's content

III. Organization of the paper

- _____ effective and interesting introduction
- _____ thesis statement is final sentence in intro paragraph
- _____ logical paragraph division
- _____ topic sentences used to focus paragraphs
- _____ use of transitions between paragraphs/topics
- _____ clear evidence of thorough note-taking
- _____ sources are cited appropriately within paper
- _____ interesting, effective conclusion

IV. Overall effectiveness of the paper

- _____ paper is unified around the thesis
- _____ paper balances research and original thought
- _____ paper reflects careful completion of preliminary steps
- _____ paper is interesting to read

V. Works Cited

- _____ uses a title (Works Cited)
- _____ includes ONLY sources which are cited in the paper
- _____ includes *at least* eight (8) sources
- _____ sources are valuable, diverse, and current
- _____ sources reflect a careful library search
- _____ correct MLA format is used

VI. Style and Mechanics

- _____ correct spelling/no typos (WATCH NO-EXCUSE WORDS!)
- _____ accurate punctuation
- _____ no contractions used
- _____ appropriate word choice
- _____ avoidance of first and second person narration
- _____ correct sentence construction (no run-ons or fragments)
- _____ borrowed material (quotes, paraphrasing) seamlessly worked into text
- _____ correct form used for citing sources