

Writer's Name : _____

Basic Format:	Yes	No
Is the paper 5 to 7 pages long? At a minimum, text must end on the last line of page 5.		
Are there one-inch margins on each page except for page one? (page one has a top margin of 2 inches)		
Is the font Times New Roman and 12-point size?		
Is the title page MLA format?		
Is there an outline?		
<ul style="list-style-type: none"> Is the outline in the proper format (title centered, thesis bolded and italicized. Roman numerals)? 		
<ul style="list-style-type: none"> Is every Roman numeral followed by at least two parts (A. and B.)? If there is a 1., is there a 2.? 		
Citations and Works Cited:		
Wikipedia will not be recognized as a credible source.		
Is there a Works Cited page?		
<ul style="list-style-type: none"> Are the sources on the Works Cited page alphabetized and formatted correctly? 		
Read through the body of the paper and highlight all of the citations. For each citation, turn to the Works Cited page and put a mark ("Q" for quote and "P" for paraphrase) next to the corresponding source.		
<ul style="list-style-type: none"> Do the citations follow the correct format? If not, mark corrections on the paper. 		
<ul style="list-style-type: none"> Is there a combination of Qs and Ps? 		
<ul style="list-style-type: none"> Are direct quotes that extend over four lines left indented with no quotation marks? 		
<ul style="list-style-type: none"> Are there at least six internal citations in the paper? 		
Review the marks and the Works Cited page and respond to the following questions:		
<ul style="list-style-type: none"> Is there a minimum of six sources on the Works Cited page? 		
<ul style="list-style-type: none"> Are there at least three (3) quality print sources? 		
<ul style="list-style-type: none"> Are citations created from all six sources? 		
<ul style="list-style-type: none"> Did the writer avoid overusing any particular source? 		
<ul style="list-style-type: none"> Is a source for every citation in the paper listed on the Works Cited page? 		
Introduction:		
Does the introduction contain a minimum of three sentences?		
Does the introduction end with a thesis statement?		
Is the thesis statement in bold print and italicized?		
Does the thesis statement contain a specific topic and an opinion?		

Evaluator's Name: _____

Developmental Section:	Yes	No
Is there a body paragraph for each topic or subdivision listed on the outline?		
Does each paragraph have a topic sentence?		
Is there a combination of information that is research-based (note cards/cited) and personal commentary from the writer (thoughts, ideas, explanations)?		
Does the writer use transitions between paragraphs?		
Conclusion:		
Is there a clear paragraph of conclusion?		
Has the thesis been restated (not simply repeated)?		
Does the conclusion summarize/recap the major points previously made in the paper?		
Is the conclusion free of any new ideas and/or information?		
Mechanics:		
Is the paper written in third person as much as possible? Cross out the following words and phrases (unless used in a direct quotation): you, yours, your, I think, I feel, I believe, in my opinion, I, me, my, we, us, our.		
Check and mark for these common problems. Is the paper free from:		
<ul style="list-style-type: none"> Misspellings (circle) 		
<ul style="list-style-type: none"> Sentence fragments (incomplete sentences) (Label "INC") 		
<ul style="list-style-type: none"> Run-On sentences (two or more sentences acting as one sentence without the proper punctuation) (Label "RO") 		
<ul style="list-style-type: none"> Sentences that are confusing or unclear (Label "AWK") 		
<ul style="list-style-type: none"> Poor Word Choice (Indicate repetition and encourage precise and lively language.) 		
<ul style="list-style-type: none"> Errors in Pronoun Agreement 		
<ul style="list-style-type: none"> Errors in Subject/Verb Agreement 		
<ul style="list-style-type: none"> Capitalization and Punctuation errors 		

Comments:

Research Paper Checklist