RESEARCH PAPER CHECKLIST

Name

GENERAL: YES / NO

1. My paper is ___(# of pages) typed, double spaced, not counting the title page, outline, or Works Cited page.   _____
2. My paper is in the following order: title page, outline, paper, Works Cited page.   _____
3. All of my notes are ready to be turned in.   _____
4. My paper had been proofread and all typos/corrections have been made; It is properly punctuated and is now easy to read.   _____
5. My paper accomplishes what the thesis says it will accomplish.   _____

TITLE:

6. My original title interests the reader and reflects the content of my paper.   _____
7. The title page (if required by teacher) contains my name, my teacher's name, the course and period, and the date (in that order) in upper left side of the paper.   _____

OUTLINE: (If required by teacher)

8. My name and lower case Roman numerals are written in the upper right corner of each page of the outline.   _____
9. The word Outline is centered at the top, and then the word THESIS: in all caps   _____
10. The entire outline is properly formatted.   _____
11. The outline represents the topics to be covered in my paper, as well as the order in which they will be discussed.   _____

THESIS STATEMENT:

12. My thesis statement is the last sentence of my introduction.   _____
13. My thesis statement is clear and easily understood.   _____
14. My thesis statement states my purpose and narrows my topic.   _____
15. My thesis does not say: "This paper will…," or ask a question.   _____

SOURCES:

16. I have used a minimum of ___ sources in my paper.   _____
17. Each of my sources is noted on a separate note card or sheet.   _____
18. All sources I used in my paper are properly cited on my Works Cited page.   _____
19. All ideas and references to my sources have been internally cited within my paper.   _____
20. I WILL NOT USE information found on Spark Notes, Cliffs Notes, or Wikipedia.   _____

NOTES:

21. I have a minimum of ___ facts/ notes from sources to use in my paper.   _____
22. Each fact/note is written on the sheet and the location (page number, source, etc.) is clearly identified (if required by teacher).   _____

DEVELOPMENT / ORGANIZATION:

23. Everything in my paper relates to my thesis statement.   _____
24. My paper follows a logical order, stated in my outline.   _____
25. All of my subtopics are supported with examples, quotations, and references, and they are fully defined or described.   _____

Name

INTRODUCTION:

26. My introduction gets the reader's attention right from the beginning. _____

27. Some background information is provided to connect the attention getter
to the thesis statement. _____

28. My introduction contains my thesis statement and a preview of the
subtopics to be discussed. _____

BODY:

29. Each body paragraph begins with a transition and a topic sentence. _____

30. Each body paragraph contains one of the subtopics that directly relates to my
thesis statement. _____

31. The subtopics in each body paragraph are explained by points (ideas or opinions)
which are supported by facts, examples, and other documenting evidence. _____

CONCLUSION:

32. My conclusion contains a rewording of my thesis statement. _____

33. My conclusion reviews the main subtopics of my paper. _____

34. My conclusion leaves the reader with something to think about. _____

DOCUMENTATION:

35. Have I used ANY ideas, sentences, or opinions that I obtained from any of my
sources without giving credit to the AUTHOR? (If yes, this is PLAGIARISM). _____

36. Even when I paraphrased the author's words or ideas, I still gave the author
credit for his intellectual property. _____

37. My parenthetical citations (in-text references to my Works Cited page)
are formatted properly. _____

38. Every source I used is listed on the Works Cited page. _____

FORMAT:

39. I used the correct MLA format for the title page (If required by teacher). _____

40. I used the correct MLA format for the outline (If required by teacher). _____

41. I used the correct MLA format for the paper. _____

42. I used the correct MLA format for the Works Cited page. _____

MECHANICS:

43. There are no spelling errors. _____

44. My punctuation is correct. _____

45. My paper uses the same verb tense throughout. _____

46. My paper flows well and reads smoothly. _____

OVERALL:

47. My paper is easy to read and interesting. _____

48. My paper does not skip around - it is well-ordered and well-organized _____

49. My paper stays focused and does not go off on unnecessary tangents
that have nothing to do with my main topic. _____

50. CHECK BACK over any "No" items and revise until they become "YES" items.
(except for #35, which must remain "NO") _____