

ENGLISH 102

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ASSIGNMENT IX

CHECKLIST FOR FINAL DRAFT OF RESEARCH PAPER

1. **TITLE PAGE**: Should be centered, have all important material in caps and 1/3 down the page should show your Title; ½ down the page, your name, then the course's name; 2/3 down instructor's name & date.

2. **OUTLINE**: Should contain your **Thesis** [or Informed Opinion] written as a sentence; should contain each of your **Supporting Arguments** written as sentences. Outline may, therefore, include only three or four sentences.

3. **INTRODUCTORY CHAPTER**: Should contain a **Thesis Statement** [or Informed Opinion]. Such a **Thesis** answers this question "After all my research and reading are completed, the main point I want to make about my specific subjects is that _____" [The Thesis Statement should be written as one straightforward sentence. This may require some thinking on your part because it isn't easy to compress six weeks of research into one sentence.]
 - Also Introductory Chapter should contain an explanation of what your **General Topic** was when you started your research, Why you were interested in this topic, and What **Specific Topic** your eventually focused your research efforts on and why you did this..
 - Why is the Specific Topic you have researched **Worthy of Serious Consideration?** [Put another way, why do you think the uninformed but intelligent reader should be aware of your Specific Topic? [Note: Introductory Chapters range in length from 3 to 10 pages depending upon how long it takes to cover the above three points.]
 - What terms or words might the general reader need to know ahead of time in order to understand better your paper's Introduction and Thesis?.
 - The above points can be covered in any order you think appropriate.

4. **SUPPORT CHAPTERS**:
 - Use a separate Support Chapter for each Supporting Argument. A Supporting Argument is a reason why the Thesis Statement in the Introductory Chapter makes sense. . [If you have two principal arguments for this Thesis then you will have two Support Chapters; three, three, etc.]

- Each Supporting Chapter also incorporates your discussion of those sources which you have found that show that what you say makes sense. Organize, discuss and cite your sources so that you show why each supporting argument is valid, i.e. makes sense. [Note: Supporting Chapters range in length from 3 to 10 pages depending upon the amount of material you wish to include in your supporting argument.
5. WORKS CITED PAGE: Follow the model we have practiced in earlier assignments.
 6. APPENDIX: A place where you can include materials that are not directly relevant to the central argument of the paper but which may be helpful to the reader. Examples: drawings (if not discussed in the text), translations, etc. (If drawings are discussed in the text they may appear in the appropriate supporting chapters.)
 7. WORKS CONSULTED PAGE: Put in alphabetical order all the sources you examined but did not use in the paper
 8. FORMAT & OTHER MATTERS:
 - Type if possible.
 - Clearly mark separation between Chapters, maybe with a duck?
 - Your address with Zip Code on last page.
 - In order that your Instructor can give you a high grade commensurate with your hard work and conscientiousness, please remember to proofread paper in Learning Lab if you think you need to before you hand it in.
 - Follow MLA conventions for citing sources.
 - Remember any use of a source must be cited. Even if you are not directly quoting from the original-- for example Paraphrasing, or Summarizing, or Critiquing, or merely offering a Personal Reaction to material-- you still must cite it. Doing so will make it easier for you to avoid plagiarism.
 - Plagiarism can be very expensive. Besides it's dishonest. So use quotation marks around any and all phrasing that you borrowed from your sources and tell where you got that phrasing from. Please remember to identify the sources you are paraphrasing, summarizing, critiquing or reacting to personally.