

Final Draft Checklist | Core C Research Paper

Student: This checklist exists to give *you* an opportunity to view your paper one more time against the criteria against which it will be graded. The items on the list below explain what I am looking for when I grade your final paper. If you cannot check a box, neither can I, and that will result in a grade deduction for you. My suggestion is to get your paper to the point where you can check *every* box before submitting. I expect every box on this list checked. NOTE: there are 2 sides to this checklist. You are responsible everything on both sides.

Format:

- My paper is typed in 12-point Times New Roman font
- My paper is double spaced with no extra space between paragraphs
- Heading: I have a correctly formatted heading w/o any extra spaces between lines (1st page only)
- Header: My last name and page number appear in the top right corner of every page
- My margins are set to 1 inch on all sides
- My paper begins with a creative title that relates to my topic and is properly centered and formatted (plain text, not underlined, 12-point font)

Introduction:

- I begin with an attention getter (“hook”) that draws the reader in
- I have 2 – 3 sentences which narrow my hook and connect to my thesis
- My thesis statement, which clearly communicates the purpose of my paper, is the last sentence of my introduction
- My introduction has a minimum of five sentences, OR four complex, well-written sentences that fully establish the tone of the paper and fulfill the above requirements

Body Paragraphs:

- Each of my body paragraphs begins with a topic sentence that directly supports my thesis
- Each of my body paragraphs contain at least two examples of textual evidence (quotes/summaries/paraphrases from sources) to support my topic sentence claim
 - ⇒ My evidence comes from multiple sources (not the same source for every quote)
 - ⇒ My evidence includes an introduction before the quote AND analysis after the quote
- My quotes are properly integrated into my writing;** none stand alone as a "dropped quote"
 - ⇒ I have introduced the author and/or title of my quote the first time I use that source
- I have provided at least two sentences of analysis** to follow each of my quotes/evidences
 - ⇒ My analysis connects the quote to the topic sentence
 - ⇒ My analysis does not simply put the quote in my own words—I tell WHY it is important
 - ⇒ I avoid "This quote shows" phrasing
- Each of my body paragraphs uses transitions between claims/evidence as well as between paragraphs
 - ⇒ Paragraph transitions may be at the end of a paragraph or as part of the topic sentence
- I use strong, formal wording, including:
 - ⇒ Few be-verbs (am, is, are, was, were, be, being, been)
 - ⇒ **No contractions**
 - ⇒ No "got" or "a lot"
 - ⇒ **No "I" or "you" or "we"**—use third person only
 - ⇒ **Varied sentence openers** (multiple sentences in the same paragraph do not start with the same word)

In-text Citations:

- Each of my body paragraphs contains a minimum of 2 citations from 2 different sources
- If the author's name is not part of my integrated quote, the name appears as part of my parenthetical citation (Jones 32).
- If my sources have a page number, I include that as a parenthetical citation (32).
- My citations direct my reader back to the first word of my Works Cited entry

Counterargument/Refutation

- My paper includes least one counterargument/refutation paragraph
- I clearly present my counterargument as opposing my paper's argument, using phrasing such as "Some may argue" or "Others claim that"
- I provide evidence of my counterargument claim, properly integrated and cited
- I fully refute my counterargument, transitioning to make clear that I am *turning back* to my paper's argument
- I include evidence to support the turn back (i.e. evidence to support the thesis)

Conclusion:

- The first sentence of my conclusion is my re-stated thesis**, using different words to repeat the main idea of my thesis claim
- My conclusion summarizes my main points (what I proved in my body paragraphs)
⇒ Rather than simply restating my main points, I briefly show how my points work together to support my thesis
- My conclusion ends with a memorable clincher statement (refer to hook, if possible)

Works Cited Page:

- My Works Cited page is on a separate page, numbered as the last page of my document
- My Works Cited page is properly formatted: double spaced, properly punctuated, using a hanging indent for my entries
- My Works Cited page is properly alphabetized (by first word of entry)
- I have used the correct number of sources, including at least one book and a database article
- I have used correct MLA format for my WC entries (see sample on Weebly)

Stylistic Details

- My paper is at least 1500 words (not counting Works Cited page)
- My writing is neatly typed, spell-checked, and free of errors (double check capitalization!)
- My paper represents my best effort

Final Research Paper - Folder Checklist

- * Final research papers must be turned in on the last day before spring break.
- * In addition to your hard copy, **you must submit a copy of your paper to Turn-it-in.**
- * Submit your paper in a two-pocket folder with your name on the outside, organized as shown below (missing items = missing points)

Left side:

- Graded thesis draft
- Graded topic sentence outline
- Graded works cited draft
- Graded 1st argument/counter paragraphs
- Graded intro/conclusion
- Parent-corrected draft with checklist

Right Side:

- Final Research Paper: clean copy, including final WC page
- This *Completed* Checklist
- Blank Rubric