

SP Research Paper Minimum Requirements Yes Test

Editor's Name: _____

Author's Name: _____

	Yes	No	N/A
1 Is there a correctly formatted outline attached to the paper?	Yes	No	N/A
2 Is the entire text of the paper and the Works Cited in MLA format?	Yes	No	N/A
Doubled spaced lines throughout? (no double doubles)	Yes	No	N/A
The top, bottom and side margins are 1"?	Yes	No	N/A
Is the heading in the top left corner of the 1st pg formatted correctly:	Yes	No	N/A
Students' full name or ID number	Yes	No	N/A
Teacher's name	Yes	No	N/A
Class or assignment name	Yes	No	N/A
Date formatted correctly (ex: 3 Dec 2004)	Yes	No	N/A
3 Is there an original and interesting title centered after the heading?	Yes	No	N/A
4 A header in the upper right hand corner of each page (beginning on the second page & ending w/ the Works Cited) w/ last name (or student #) and page number 1/2" from top?	Yes	No	N/A
5 Are the pages in proper sequence?	Yes	No	N/A
6 Is all of the text printed in Times New Roman size 12 font? (as this document is)	Yes	No	N/A
7 Does the text of the paper run between a full 5 paragraphs or assigned pages length	Yes	No	N/A
8 Has the writer developed appropriate paragraph breaks (approx 2-3 per page)?	Yes	No	N/A
9 Is the paper written completely in 3rd person (no I, me, we, us, you, your, etc)?	Yes	No	N/A
10 Is the thesis clearly stated in the intro and wrapped in the conclusion?	Yes	No	N/A
11 Is there evidence of consistent and conscientious editing?	Yes	No	N/A
12 Has the author underlined title of major works (books, movies, etc) inside the written text and on the Works Cited page?	Yes	No	N/A
13 Has the author put quotation marks around titles of articles or shorter texts inside the written text and on the Works Cited page?	Yes	No	N/A
14 Has the author used proper parenthetical citation throughout the written text?	Yes	No	N/A
Does the citation have page numbers, when applicable?	Yes	No	N/A
Does the citation have the author's name, when applicable?	Yes	No	N/A
When the citation has no author, does it start with the first few words of the citation as it appears alphabetized on the Works Cited page?	Yes	No	N/A
15 In the previous case, is the citation underlined or inside quotation marks to reflect how it is listed on the Works Cited page?	Yes	No	N/A
16 Does the period in the sentence come after the parenthetical citation?	Yes	No	N/A
17 Does the citation begin and end with parenthesis?	Yes	No	N/A
18 Does every parenthetical citation have a listing on the Works Cited?	Yes	No	N/A
19 Is the Works Cited page formatted Correctly?	Yes	No	N/A
Works Cited is spelled correctly and centered at the top of the page?	Yes	No	N/A
Is the information on the page double spaced?	Yes	No	N/A
The list of works are in alphabetical order?	Yes	No	N/A
2nd and 3rd lines of each entry are indented an additional 1/2"?	Yes	No	N/A
Has the writer used at least 3 types of sources (ie: book, website, magazine, etc)?	Yes	No	N/A
Are there at least 5 sources listed; excluding encyclopedias or dictionaries?	Yes	No	N/A
Is there at least 1 primary source listed?	Yes	No	N/A
Does every listing on the Works Cited appear in an parenthetical citation?	Yes	No	N/A
Is the format of the Works Cited Page correct?	Yes	No	N/A
Turnitin.com originality report attached? Must be blue or green with teacher's approval.	Yes	No	N/A