Rough Draft Checklist Format

______ Paper is 8 1/2” X 11” white.

______ Margins are 1” on all four sides of every page.

______ The paper meets length requirements.

______ The first page is correctly formatted according to MLA guidelines. Includes on left hand side, double spaced:
Student’s name
Teacher’s name
Title of course Day/month/year (no commas)

______ The title is centered, regular type (no italics, underline, bold) and placed one double space below the title information outlined above.

______ The first and subsequent pages are properly numbered with the student’s last name and page number in the top right hand corner, 1/2” from the top.

______ Lettering is in 12 point black ink, and double-spaced throughout.

______ Each paragraph is indented five spaces.

______ The Works Cited page is numbered and placed as the last page of the report.

______ The words – Works Cited – are centered one inch from the top of the page.

______ The entire Works Cited page is double-spaced.

______ Sources on the Works Cited page are cited exactly as indicated in this handbook, Section 9, in correct MLA format.
Documentation

_____ All direct quotes are enclosed in quotations.

_____ All parenthetical citations are correctly formatted according to Section 10 of this handbook.

_____ At least one primary source citation is included in support of each major point (paragraph).

_____ At least one secondary source citation is included in support of each major point (paragraph).

_____ Quotes that are longer than four lines are set off 10 spaces from the left margin and are punctuated according to MLA format (no quotation marks, period before parenthesis).

_____ Quotations from poetry are formatted according to MLA guidelines.

Content

Introduction

_____ The introduction captures the audience’s attention.

_____ There is a progression from the general to the specific in the introduction. It gradually introduces the reader to the selected topic, then limits it to one specific element of that topic in its thesis statement.

_____ The author and title of the primary source is introduced.

_____ The introduction avoids statements like “This paper will demonstrate...” or “The purpose of the paper is to ...”. 
The thesis statement is the last sentence of the introduction.
The thesis statement presents the writer’s opinion in third person.
The thesis is an opinion, not a fact, a question, nor merely a topic.

Body

Each body paragraph contains a topic sentence that introduces a point that will help prove the thesis.
The paragraphs include at least five supporting sentences that further develop the topic sentence.
Each body paragraph includes at least one primary source citation and at least one secondary source citation in support of the topic.
Each citation is adequately incorporated through introduction and explanation.
All sentences relate to the point introduced in the topic sentence.
Each paragraph ends with a concluding sentence that closes the idea/point presented.
Body Paragraph organization is clear and logical, leading the reader to the thesis’ conclusion.
Transitions are used to lead the reader from one point to another, or from one supporting point to another.
A variety of techniques are used to present points, such as compare/contrast, cause/effect, classification, analysis, etc...

Conclusion

The conclusion includes a restatement of the thesis in a different, more insightful way.

It summarizes main points of the paper.

It closes with a broader idea of the purpose for having investigated this topic. It might do so by using one of the following ideas (circle the one utilized): a. Provides a perfect quotation not yet introduced.
b. Relates topic to today’s society c. Compares the past to present. d. Calls for action.
e. Offers a solution.

The conclusion does not use phrases such as “In conclusion” or “Finally”.

Without using a question, the conclusion ends with a thoughtful perspective that lingers in the reader’s mind.

Overall Argument

The title reflects the purpose of the paper.

The writer remains objective throughout the paper, avoiding use of personal pronouns.

The writer uses present tense when referring to events in the literary work, an author’s purpose (Hawthorne intends the reader to...), as well as what was written in critical analysis. (Baym explains...)
The paper demonstrates coherence by linking all main ideas to create a complete and solid argument in defense of the thesis statement.

By the end of the paper, the reader is satisfied that the student writer has proven his/her thesis.

Mechanics

Each sentence is a complete thought and does not contain fragments or run-ons.

Sentence starts vary, making the reading interesting.

The paper is free of spelling, punctuation, and grammar errors.

All names, places, titles are capitalized.

All verbs are in present tense.

Only third person pronouns are used.

Each sentence is expressed clearly.

Slang, clichés and flowery language are completely avoided.

Contractions are completely avoided.
Final Draft Checklist Format

_____ Paper meets all MLA format requirements. Including:

_____ Margins are 1” on all four sides of every page.

_____ The title is centered, regular type, placed one double space below the title information outlined above.

_____ The first and each subsequent page are properly numbered with the student’s last name and page number in the top right hand corner, .5” from the top.

_____ Lettering is in 12 point black ink and double-spaced throughout.

_____ The words – Works Cited – are centered one inch from the top of the page.

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_______

_____ Sources on the Works Cited page are cited in correct MLA format, exactly as is indicated in section 10 of this handbook.

_____ The paper meets length requirements

Documentation

_____ A variety of secondary sources are clearly incorporated.

_____ All parenthetical citations are correctly formatted according to MLA guidelines.

_____ At least one primary source citation is included in support of each major point (paragraph).
At least one secondary source citation is included in support of each major point (paragraph).

Content

Introduction

There is a progression from the general to the specific in the introduction. It gradually introduces the reader to the selected topic, then limits it to one specific element of that topic in its thesis statement.

The thesis is written clearly and concisely. It makes clear to the reader what the writer is attempting to prove.

Body

All sentences relate to the point introduced in the topic sentence.

Body paragraph organization is clear and logical, leading the reader to the thesis’ conclusion.

Conclusion

The conclusion contains a restatement of the thesis in a different, more insightful way.

It summarizes main points of the paper.

Without using a question, the conclusion ends with a thoughtful perspective that lingers in the reader’s mind.

Overall Argument

The paper demonstrates coherence by linking all main ideas to create a complete and solid argument in defense of the thesis statement.

By the end of the paper, the reader is satisfied that the student writer has proven his/her thesis.
Mechanics

_____ Sentence starts vary, making the reading interesting.
_____ All names, places, and titles are capitalized.
_____ All verbs are in present tense.
_____ All pronouns are in third person.
_____ Each sentence is expressed clearly.
_____ Contractions are completely avoided