

Final Checklist—Grade 11-12
Is your research project ready to hand in?

Information:

I have used at least SIX or SEVEN different types of sources...

- at least one *printed encyclopedia*
- at least two *books*
- at least two *internet* sources
- at least one *other* source (a newspaper/magazine article, a CD-ROM, an interview, etc.)

And I gave credit...

- to every source when I used its information in my paper. I cited.**
(If you have NO citations in your paper, you did NOT do this.)

Writing:

My introductory paragraph(s)...

- starts with a real “grabber” of a sentence to hook the reader
- leads to a TOPIC/THESIS that I followed in writing my paper

The rest of my paper...

- follows logically and supports the THESIS I started with in my introduction
- makes *sense*, is *interesting*, and *informs* the reader
- contains MY thoughts/ideas, using my research (NOT just a re-statement of sources)**
- is NOT a LIST of information and facts, but contains writing and ideas**
- never, ever copies the words of a source without using quotation marks**
- always gives credit to the sources I used when I used their information or words**
- has been checked and re-checked for spelling, grammar, and mechanical mistakes

Format:

My cover has...

- the title of my report, without underlining or quotation marks
- my own name
- my class
- my teacher’s name
- the date (the date the project is published or handed in)

My report pages have...

- margins of approximately 1 inch or 3 centimeters on each page
- double-spacing, which is *one* empty line between every two lines of text
- sections headed in bold type, capitalized correctly, but NO Word Art or clip art
- correct page numbers
- used correct citation form

My appendix page* has... (*optional—an appendix is NOT required)

- the word *Appendix* centered at the top of the page
- credit to the source(s) of the information

My bibliography/Works Cited page has...

- the words *Works Cited* centered at the top of the page
- all sources listed in ALPHABETICAL order by first word in the entry
- all information listed EXACTLY as in the sample format given in class
- all the sources I used in researching my subject
- all information accurate and correct, in case the sources are checked.