

Name \_\_\_\_\_

Date \_\_\_\_\_

**Formatting Questions:**

**Headers**

- |  |     |     |
|--|-----|-----|
| 1. Is there a header (Name, Teacher name, Class Name, Date)?       | YES | 500 |
| 2. Is there a header (Last name-only, page number) in upper right? | YES | 500 |
| 3. Is the header approximately 1/2" from the top?                  | YES | 500 |
| 4. Are the left, right, top, bottom margins 1" all the way around? | YES | 500 |
| 5. Is the entire paper, including the Works-Cited, double-spaced?  | YES | 500 |
| 6. Is the title centered?  | YES | 500 |
| 7. Does the title have title caps-only (no-underlining, bolding)?  | YES | 500 |

**The Works-Cited**

- |   |     |     |
|---|-----|-----|
| 8. Is "Works Cited" centered at the top of the last page?                       | YES | 500 |
| 9. Are authors alphabetized on the Works-Cited?                                 | YES | 500 |
| 10. Are book titles underlined or italicized on the Works Cited?                | YES | 500 |
| 11. Are authors' last names spaced with hanging indent?                         | YES | 500 |
| 12. Are there periods at the end of the entries on the Works-Cited?             | YES | 500 |
| 13. Do all the entries have copyright or publication dates?                     | YES | 500 |
| 14. Are there at least 3 sources on the Works Cited?                            | YES | 500 |
| 15. Do all the sources have in-text citations in the paper?                     | YES | 500 |
| 16. Are all the authors in the in-text citations listed on the Works Cited? YES | YES | 500 |

**Inside the Paper**

- |   |     |     |
|---|-----|-----|
| 17. Do all body paragraphs have in-text citations?                    | YES | 500 |
| 18. Do all quotes have lead-line mentioning the author?               | YES | 500 |
| 19. Are there follow-up explanations of the quotes?                   | YES | 500 |
| 20. Are there enough? too many quotes in the paper?                   | YES | 500 |
| 21. Are all major quotes, facts, data, statistics cited in the paper? | YES | 500 |
| 22. Do all citations have author's last name and page numbers?        | YES | 500 |

**Content Questions:**

- |   |     |     |
|---|-----|-----|
| 23. Is the paper's purpose clear in the introduction?                   | YES | 500 |
| 24. Is there a grabber?   | YES | 500 |
| 25. Is there a bridge (background) section in the intro?                | YES | 500 |
| 26. Is the thesis clear in terms of purpose?                            | YES | 500 |
| 27. Is the thesis grammatically correct?                                | YES | 500 |
| 28. Does the thesis present at least two major ideas?                   | YES | 500 |
| 29. Are topic sentences idea-based?                                     | YES | 500 |
| 30. Are there facts, statistics, examples to support each idea?         | YES | 500 |
| 31. Are quotes integrated effectively in the paper?                     | YES | 500 |
| 32. Is the writer writing for an appropriate audience?                  | YES | 500 |
| 33. Has the writer chosen the best research and reports for this topic? | YES | 500 |
| 34. Are body paragraphs fully developed in presenting all the facts?    | YES | 500 |
| 35. Does the writer stick to his/her purpose throughout the paper?      | YES | 500 |
| 36. Is the research persuasive and credible?                            | YES | 500 |
| 37. Is the research interesting?  | YES | 500 |

Formatting Grade \_\_\_\_\_ /50 pts  
Content Grade \_\_\_\_\_ /50 pts  
Total Grade \_\_\_\_\_ /100 pts