

## Research Paper Checklist (W.6.5)

As you revise your research papers, look for the following common errors.

- Answer the prompt** – (remember that analyzing a document is the PRIMARY TASK)
- Prepare all the parts that are required:**
  - a. Title page (with anti-plagiarism statement)
  - b. Final Draft
  - c. Final Works Cited
  - d. Essay & Parenthetical Citations Rubric Page
  - e. Self Evaluation Page
  - f. Peer Conference Record
  - g. COPY of document that is being analyzed if NOT commonly known
- Interesting introduction, clear thesis, paragraph topics that relate to thesis, and a satisfying conclusion**
- Verb Tense/Tense Shift**— (past vs. present) If it happened in past, write in the past tense. Be VERY careful switching back and forth!
- Reference to the Author/Speaker** — (for first reference, use first and last names; for all subsequent references, use last names only.)
- Point of view** — (Do not use first person singular—I, me – or second person—you. This includes references to your own essay.)
- Blending & Merging of quoted material**— (Textual support must be blended with your own words. To avoid a run-on, use a semi-colon, a comma and conjunction, or a clause signal. Remember that quoted material cannot stand alone. – See “Integrating Quotations into Sentences” handout)
- Persuasive explanation for quoted material**— (quotes should be used to further your point. The reader should never wonder why a quote was used; the reason for its inclusion should be made apparent.)
- Parenthetical citation form**— (Correct parenthetical citation form is author’s last name and page number alone if attribution has been given.) SEE HANDBOOK SECTION FOR CITATION INFORMATION.
- Avoid Plagiarism**—

**plagiarism** - Literary theft. Plagiarism occurs when a writer duplicates another writer’s language or ideas and then calls the work his or her own. Copyright laws protect writers’ words as their legal property. To avoid the charge of plagiarism, writers take care to credit those from whom they borrow and quote.

“plagiarism.” *The American Heritage® New Dictionary of Cultural Literacy, Third Edition*. Houghton Mifflin Company, 2005. 20 Mar. 2007. <Dictionary.com <http://dictionary.reference.com/browse/plagiarism>>.

  - a. *Everything* that is not your *original* thought or words must be properly cited using a parenthetical citation AND a citation in your works cited.
  - b. Every citation in your works cited should appear in your essay as a parenthetical citation *at least once*.
  - c. All *paraphrased* ideas must be properly credited, as well as quoted material.
  - d. If your reader can’t tell where your information came from, that can be plagiarism!!! Make sure you read the Anti-Plagiarism statement you must type on your title page.