

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 _____ /500 pts
 Content Grade _____ /500 pts
 Total Grade _____ /1000 pts