

The Checklist—Common Mistakes

- ✓ Have I formatted my paper exactly like Mr. Randon's example on his *wonderfully helpful* website?
 - Go to www.wordfight.org/research/ and download the template document.
 - Top, bottom, left, right margins should all be set to 1 inch.
 - File > Page Setup to check margin size.

- ✓ Is my research paper at least 4 pages in length?
 - The page count does not include the Works Cited page, so you need 4 full pages of text!
 - I recommend making your paper go on to the 5th page. Don't lose points for being a few lines from the bottom of page four. Better safe than sorry...

- ✓ Is my paper persuasive?
 - Do I have a thesis statement guiding my paper?
 - Do all of my argument paragraphs work toward proving that thesis?

- ✓ Do I use research that supports my major arguments in **every** paragraph?
 - Do I have assertions that prepare readers for each argumentative paragraph?
 - Does the body of each paragraph match the assertion statement?
 - Do the statistics make sense to my argument?
 - Is the research organized in a logical way?
 - **Do I analyze HOW my research proves my thesis to be true?**

- ✓ Do I cite all evidence/statistics/quotes that are not my own?
 - Do I use a variety of research? Books/internet/database...
 - If I use language that is not my own, but reword it, do I STILL cite the **IDEA**?
 - Do all book sources have a page number in the citation, like so (Randon 32).
 - Do sources with no author have quotations around the title, like so ("Teaching").
 - Do my internet sources use the last name of the author, like so (Randon).

- ✓ Does my works cited page have the title "Works Cited" centered at the top of the page?
 - Is the font of my works cited page the same as the body of the paper?
 - Is my works cited page double-spaced like Mr. Randon's example?
 - Does the works cited page have the proper page number for the paper?

- ✓ Is my student ID in the upper right "header" of every page, **with page number**?
 - To insert a header: View > Header and Footer > Double-click on outlined area.
 - Is the font type/size of the header the same as the rest of the paper?

- ✓ Is my title centered and does it look exactly like the rest of the paper?
 - Make sure it is not underlined, **bolded**, *italics*, etc...
 - Make sure the title is original too! No simple "Global Warming" titles...

- ✓ Is my font either Times New Roman, or Courier? Is the size either 10 or 12 point font?
 - Yes, Courier DOES make your paper appear to be longer...this hint could be very beneficial to some that need a little extra length and actually took the time to read this.

- ✓ Is my tone appropriate for a research paper?
 - Do I sound aggressive or bias?
 - Have I removed all contractions like don't, can't, won't, etc...?
 - Have I removed all personal pronouns like, you, we, I, etc...?
 - Possible substitutes are "society," "America," "experts."