

# MLA Research Paper

Requirement CHECKLIST- Place a check next to each number as you complete it

- \_\_\_ 1. Use one inch margins all around the text of the paper ["File" → "Page Setup"]. Use Times New Roman 12 point font and double space.
- \_\_\_ 2. Do not use the back of the paper.
- \_\_\_ 3. Organize your paper in this order: paper, works cited page, rubric, outline (showing).
- \_\_\_ 4. On *every* page, including the works cited page, put your last name and page number (without a comma) in the top right hand corner. Use the "Header" option in Word ["View" → "Header/Footer"].
- \_\_\_ 5. Check for correct grammar, mechanics, and spelling.
- \_\_\_ 6. Use the correct format for citing sources and the for the works cited page.
- \_\_\_ 7. Remember to document ALL ideas that are not your own.
- \_\_\_ 8. Staple the paper in the left corner. Do not use report covers or a cover page.
- \_\_\_ 9. Make sure your paper starts with a hook and finishes with a thought provoking final thought.
- \_\_\_ 10. Make sure your thesis statement is the last sentence in the introduction.
- \_\_\_ 11. The ¶'s should go in the order listed in the thesis statement.
- \_\_\_ 12. You should have at least one paragraph for each prong of your thesis statement.
- \_\_\_ 13. Each paragraph should have a topic and a concluding sentence that are YOUR OWN (they should generally *not* be cited).
- \_\_\_ 14. Your paper should be coherent and should flow logically. Transition words and sentences should be used throughout.
- \_\_\_ 15. Your conclusion should summarize your paper.
- \_\_\_ 16. Remember to keep your opinions out of the paper.
- \_\_\_ 17. **Do not use first person (*I, me, we*) or second person (*you*) in the paper.** Also, keep the paper formal. Do not use contractions.
- \_\_\_ 18. YOU MUST HAVE AT LEAST 3 **BOOK** SOURCES CITED IN YOUR PAPER AND ON YOUR WORKS CITED PAGE. YOU CAN HAVE AS MANY OTHER SOURCES AS YOU NEED.
- \_\_\_ 19. Remember to reference the rubric as you write your paper.
- \_\_\_ 20. Remember to give your paper a *creative* title in regular Times New Roman 12 pt. font (no word art, not bolded or underlined).
- \_\_\_ 21. Your paper should be 3-5 paged doubled spaced (*not* including the works cited page).
- \_\_\_ 22. Proper spacing should be consistent throughout paper—no extra spaces between paragraphs (check spacing "Before" & "After" ) or after the title or heading.
- \_\_\_ 23. You will need 25 note cards turned in with your first and last name & English period **in a rubber band.**

## **FINAL PAPER DUE DATE:**

**Wed., April 14, 2011 or BEFORE you leave for spring break**