MLA Format Research Paper Checklist

**Title Page:**

My research paper includes a title page with the following information:

\_ Title of research paper

\_ Course/Teacher Information

\_ My name

\_ Date

**Format:**

My research paper has been prepared using the following format standards:

\_ Typed in 12-point font

\_ Readable Font (Times New Roman or Arial)

\_ Double spaced

\_ Black ink

\_ One inch margins around

\_ No extra spaces between paragraphs

**Introduction:**

My research paper includes an introduction that has:

\_ an interesting hook that captures attention

\_ a strong thesis statement

\_ no details/examples of the main points

\_ no phrases resembling, “In this paper you’ll learn...” or “After reading this paper...”

**Body:**

Secondary Sources and Plagiarism:

\_ My research paper contains accurate information from credible scholarly sources. These sources are timely and contain current information on my topic. This paper is written in my own words.

Note: I understand that if any part of this research paper has been copied from a source without proper citations, it is considered plagiarism. Plagiarism is a violation of the Student Code of Conduct, and I may be penalized for this.

**Internal Citing:**

My research paper includes internal citations according to the following standards:

\_ The required number of secondary sources, cited parenthetically in the proper format: (Davis1999).

\_ Credit is given each time that the information is used, even if it is paraphrased or summarized.

\_ Each source listed on my works cited page is cited at least once within my paper.

\_ The majority of my sources come from credible print sources, such as books, scholarly journals, and periodicals. Most of my non-print sources are NOT web based, but come from the online databases that the library subscribes to.

**Conclusion:**

My research paper includes a conclusion that has:

\_ A logical closing that ties together the main points of my paper.

\_ A unique closing statement that does not repeat the opening statement and leaves the reader with something to think about.

\_ No phrases resembling, “In this paper you have learned...” or “Now that you’ve read my paper...”

**Works Cited Page:**

\_ Entries are alphabetized according to the author’s last name.

\_ Entries are not numbered.

\_ Entries should be double-spaced.

\_ Entries should be formatted with a “hanging indent”.

**Conventions (grammar and spelling):**

Grammar/Mechanics Checklist:

1. Read through the entire paper and look at all of the words that end with –s. Check and make sure the writer didn’t forget to make a possessive –s. On the paper, put **’s** (apostrophe s) anywhere it is needed.

2. Read through the entire paper and look for any sentence that begins with the following words: **when, because, since, if, although, after, even though, while, in order that.** First, make sure these sentences are not fragments. Second, **make sure there is a comma after the subordinate clause.**

3. Check for sentences beginning with the word “**So**.” Get rid of the word. It probably isn’t needed.

4. Circle any use of the words “**you,” “your,” “me,” “I,” “we,”** and so on. Suggest how the writer can avoid these words. If these words are inside the writer’s quotes, then they should be ok.

5. Read through the entire paper and make sure that all sentences make sense. Mark sentences that don’t make sense and suggest how the writer can change them.

6. Read through the entire paper again and make sure that all words are **spelled correctly**. Circle words that are questionable. Check for common misspelled words: then, than, effect, affect, its, it’s, their, there, they’re, to, too, two.

7. Check all quotes. Make sure that they are not by themselves and that they have page numbers and last name of author, if needed. Make sure that the sentences are punctuated correctly. Period goes after the citation. And make sure the page numbers are done correctly.

8. Read through the entire paper and check every time the writer uses the word ***that***. Make sure it shouldn’t be ***who***.

9. Check every comma in the paper, and make sure that they are not bringing together two complete, independent sentences.

10. Check all of the following words: **and, but, so, for, or.** Make sure that there isn’t a comma needed. Ask me if you are not sure. IF these words are bringing together two complete sentences, then use a comma.

11. Anytime you see a colon (:) or a semi-colon (;), make sure that they are correct.

12. Read the paper one last time and make sure that there are no other mistakes that you can identify. Check for transitions, double negatives, verb forms, subject-verb agreement, and so on.

13. Go through the paper and circle all contractions—don’t, that’s, it’s, can’t, won’t—and make sure that the author gets rid of them. Contractions are grammatically correct, but many English teachers find them not to fit the style of a research paper