

Term Paper Checklist

- _____ **Cover/Binding:** paper must be bound along left-hand edge. A cover with clasps will accomplish this.
- _____ **Margins:** Left margin is to be 1.5 inches. Top, bottom and right margins should be 1 inch.
- _____ **Spacing:** Please double-space. Do not use 1.5 spaces.
- _____ **Title Page:** date should be the assigned due date, regardless of when you submit your paper. *Remember to change the date of your final draft!*
- _____ **Table of Contents:** Should list *start page only* for each chapter, as well as for bibliography and endnotes (if you have any). Page numbers should be listed in a straight column, toward right-hand side of page. *If your paper has been revised, check to see if final draft's page numbers are the same as first draft.*
- _____ **Introduction:** Contains a brief overview of what you intend to accomplish in your paper. Includes your thesis, underlined, stated clearly.
- _____ **Conclusion:** Restates your thesis, underlined, and provides references to the key points made in your paper that support your thesis.
- _____ **Dates/Numbers:** Dates are written *June 3, 2002*, NOT *June 3rd, 2002*. All numbers below eleven should be spelled out. Use *five*, not *5*, unless you're writing a date.
- _____ **Titles:** All titles should be capitalized. This includes table of contents, bibliography and each chapter. Never end a page with title of next chapter.
- _____ **Sources:** Three books, two periodicals and one on-line source are required, and must be listed in bibliography.
- _____ **Bibliography:** One list containing all sources, listed alphabetically. DO NOT separate by type of source. Include all sources used. Be sure to list all 6 required sources. Second line of each entry must be indented.
- _____ **Footnotes/Endnotes:** You are *required* to use both *ibid.* and *op. cit.* in your footnotes. (Do not write "Smythe" in your *op. cit!*)
- _____ **Footnote/Endnote Form:** Footnotes appear at the end of the sentence, *after* all punctuation.
- _____ **Page numbers:** Every page following the table of contents must be numbered.
- _____ **Proof Read:** Proof read, proof read, proof read!!! You will lose big points for wasting my time fixing elementary grade errors.