

<b>Things to Check</b>	✓
Title page has Name, Period, and Date	
Title is not underlined nor in quotation marks	
Thesis is in the first paragraph	
All parts of thesis are met	
Nothing is included in the paper that does not fall under the thesis	
There is no more than 10% of the paper as quotes	
All quotes used are important quotes and properly in-texted	
First page is not numbered	
The rest of the pages are numbered on the upper right hand corner	
If you only have the minimum pages, make sure your last page is over the half way mark	
All pages are free of errant marks and the print out is perfect	
Works on the work cited page are used in the paper and in-texted in the paper	
No works are on the works cited that are not used in paper	
Works Cited is listed in alphabetical order	
Works Cited is NOT numbered or bulleted	
There is a period at the end of each Works Cited entry	
There is at least one book and one periodical	
Spelling has been checked	
Grammar has been checked	
There are two spaces after each end mark punctuation	
Punctuation goes after in-text	
In-text has been used anytime information was used from a source other than yourself	
Paragraphs are indented	
There are no spaces between paragraphs	
At least two people have read over my final rough draft	
Information is blended (use in-text to check)	
There are no contractions	
There are no 1 <sup>st</sup> person or 2 <sup>nd</sup> person pronouns used (except in quotes)	
Numbers that are two words or less are spelled out	
Spell out all numbers that begin a sentence	
In your envelope, you have all things your rubric tells you to have	
You have an extra copy of your paper at home	