Term Paper Checklist

Format & Minimum Requirements (papers less than 6 pages or with less than 10 references will not be accepted!)

☐ 6+ pages, 1” margins all around, 12 point Times or Times New Roman
☐ Sections with headings
☐ At least one figure (diagrams and pictures) and one table (charts and graphs) that are:
  - mentioned in the text like this (Figure 1) or this: Figure 1 shows....
  - properly labeled: Figure 1. Descriptive caption (Author, year)
☐ References:
  - properly cited in text (Author, year)
  - list only includes references actually cited in txt
  - list is alphabetical
  - if no personal author, organization or agency is listed as author
  - in GSA style
  - single-spaced within reference, double-spaced between references
  - minimum of 10 appropriate sources that are cited in the text

Organization, Analysis and Evidence

☐ Introduction:
  - starts with a clear strong thesis statement
  - provides some context for that statement
  - previews the structure of the whole paper
☐ Every section has a mini-introduction and mini-conclusion or transition
☐ Every paragraph:
  - has a strong topic sentence
  - is about one idea
  - has a concluding or transition sentence
☐ Information from multiple sources is included in every section and most paragraphs
☐ All information and other people's opinions are properly cited
☐ Does NOT use other people’s words in sentences or phrases cut and pasted from your sources (this constitutes plagiarism)

Clarity, Tone and Mechanics

☐ Sentences are uncomplicated and direct.
☐ No passive voice (It has been shown that...)
☐ No broad generalities (Many people are concerned about...)
☐ No quotes
☐ No banned words: people, scientists, nobody, everybody, really, mainly, basically, I, we, you, the fact that, it is believed
☐ No rhetorical questions
☐ Tone is formal – no slang, no clichés, no drama
☐ Spell-checked, grammar-checked, proofread.
☐ Someone else read it out loud while I listened.