

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.