

# RESEARCH PAPER CHECKLIST

When you turn in your research paper, make sure you include each of the following items, assembled as instructed:

- \_\_\_\_\_ Final draft  
Except for the cover sheet as described, follow proper MLA manuscript format as outlined in Hacker, p. 368, except for title page: 8½ x 11 in. white paper, secured with a paper clip, paginated with your last name and page number in upper right corner of each page, one-inch margins on all sides, double-spaced throughout (with no extra lines of space above or below the title or between paragraphs), size 12 normal font (Times New Roman or similar), each paragraph indented five spaces from the left margin (hit TAB key once), Works Cited page properly formatted, at least five pages not including Works Cited page or cover sheet.
  
- \_\_\_\_\_ First draft  
Must be original graded first draft with my corrections and suggestions.
  
- \_\_\_\_\_ Formal outline  
Must be original graded outline with my corrections and suggestions.
  
- \_\_\_\_\_ Source cards and Note cards  
Alphabetize source cards by author's last name and place on top of note cards. Rubber band cards together. Must be original source cards and note cards.

Order the papers with final draft on top, first draft, then outline. Put all of these items in a large envelope (at least 9 x 12 inches). Don't forget to put your note cards in the envelope, too. Secure the envelope with a fastener if it has one, but do not seal it by moistening the glue. If the envelope has no fastener, secure the flap with a piece of tape.