

Social Studies
Mr. Cheung

Final Research Paper Checklist

Name: _____ Class: _____

- All required information is in the header located at the top of the page
- There is an interesting title, but not stated as a question?
- Title is not underlined, *italized*, or **bolded**
- All top, bottom, and side margins are 1 inches in width (2.54 cm)
- 12 size font is used only
- Times or Times New Roman font is used only
- No paragraph subheadings are used
- The essay is left justified, not centered, blocked, or right justified
- The first word of each paragraph is indented 5 spaces or TAB was used
- The paper, from the title to the last sentence of the last paragraph, is double-spaced, including between paragraphs
- Page numbers are in place
- In-text (parenthetical) citations are evident and done correctly
- A “Works Cited” is typed alphabetically on a separate page and is included at the end of the paper
- One nicely attached staple is at the top left corner of the paper