



## Stage Two Minimum Requirements Checklist

Checklist	Yes	No
<input checked="" type="checkbox"/> <b>Correct Paper Length</b> <ul style="list-style-type: none"> <li>✓ 7-10 full pages (At minimum, paper should extend onto the 8<sup>th</sup> page)</li> </ul>		
<input checked="" type="checkbox"/> <b>Paper Typed</b> <ul style="list-style-type: none"> <li>✓ Size 12 Font</li> <li>✓ Times New Roman</li> </ul>		
<input checked="" type="checkbox"/> <b>Spacing</b> <ul style="list-style-type: none"> <li>✓ Entire paper is double-spaced</li> <li>✓ No extra spacing found (between characters and/ or paragraphs, etc.)</li> </ul>		
<input checked="" type="checkbox"/> <b>Margins</b> <ul style="list-style-type: none"> <li>✓ 1" margins on all sides as measured by a ruler</li> </ul>		
<input checked="" type="checkbox"/> <b>Header</b> <ul style="list-style-type: none"> <li>✓ Header is 0.5" from top and 1" from right side margin</li> <li>✓ Size 12 Font</li> <li>✓ Contains only last name and page number</li> <li>✓ Pages are numbered consistently</li> </ul>		
<input checked="" type="checkbox"/> <b>Heading</b> <ul style="list-style-type: none"> <li>✓ Heading begins at 1" from top of page, 1" from left side of page.</li> <li>✓ Size 12 Font</li> <li>✓ Contains: student name, teacher name, course title, date (military style)</li> </ul>		
<input checked="" type="checkbox"/> <b>Title</b> <ul style="list-style-type: none"> <li>✓ Appears in appropriate location</li> <li>✓ Is <b>not</b> bold, italicized, underlined, or larger than normal text</li> </ul>		
<input checked="" type="checkbox"/> <b>Parenthetical Citations</b> <ul style="list-style-type: none"> <li>✓ Minimum of five (5) sources cited within paper</li> <li>✓ Citations done correctly <ul style="list-style-type: none"> <li>○ last name of author <i>or</i> first main word in title <i>and</i> page #</li> <li>○ only page # if in reference to the same source consecutively</li> </ul> </li> <li>✓ Citations appear throughout paper in most paragraphs</li> </ul>		
<input checked="" type="checkbox"/> <b>Works Cited Page</b> <ul style="list-style-type: none"> <li>✓ Double-spaced correctly</li> <li>✓ Sources in alphabetical order</li> <li>✓ Sources are formatted correctly</li> <li>✓ <i>Hanging Indent</i>: If citation goes onto 2<sup>nd</sup> line, the 2<sup>nd</sup> line indented 0.5" (1 tab)</li> </ul>		
<input checked="" type="checkbox"/> <b>Thesis Statement</b> <ul style="list-style-type: none"> <li>✓ Appears at or near the end of the introduction</li> <li>✓ Is <u>underlined</u></li> </ul>		
<input checked="" type="checkbox"/> <b>Quotations</b> <ul style="list-style-type: none"> <li>✓ Direct quotations are integrated within the paper</li> <li>✓ <i>Block Quoting</i>: Long quotes are appropriately formatted = indented 1" (2 tabs) when quote is 4 or more lines of prose, 3 or more lines of poetry.</li> </ul>		
<input checked="" type="checkbox"/> <b>Paper written in 3<sup>rd</sup> Person</b> <ul style="list-style-type: none"> <li>✓ The following pronouns must <b>not</b> be used in paper, except in a direct quote: I, me, my, mine, myself, you, your, yours, yourself, yourselves, we, us, our, ours, ourselves.</li> </ul>		