Research Paper Peer Review Checklist

___ **number of pages:** _____
- not including Works Cited
- 6 full pages minimum
- no more than 10 pages maximum

___ **4-line heading**
- name
- Skemp-Cook
- AWW Research Paper
- Euro style date
- top left corner of first page only

___ **header**
- last name
- page number
- top right corner of every page

___ **title**
- names topic obviously
- clearly shows side of issue
- noun/prep phrase; NOT complete sentence
- not a question
- correct capitalization

___ **MLA Style**
- Times New Roman
- size 12
- double spaced including heading & title
- no extra line spaces in heading
- no extra line spaces above or below title
- no extra line spaces between paragraphs
- every paragraph indented
- spell out numbers less than 100 (unless in a date)
- spell out the word percent

FORMALITY

___ **formal style throughout paper**
- no questions
- no contractions
- no abbreviations
- no !
- no bold
- no italics
- no all caps

___ **formal tone**
- formal, yet voice is still clear and unique
- formal & intelligent diction, not casual (like, well, very, really, kids…)

- precise & powerful, not vague (it, they, big, good, lots, thing, something…)
- no 1st person (I, me, my, myself, we, us, our, ourselves)
- no 2nd person (you, your, yourself)
- no discussion of the paper itself
    ("These are the reasons" "In this part of the paper…" "As stated before…")

PARENTHETICAL DOCUMENTATION

___ **number of citations in paper:** _____

- between 20 and 30 is typical
- must occur after *every* fact, quote, statistic, date, summary of idea, etc.

___ **citations formatted in text correctly**

- author's last name only OR title in quotation marks
- page number if from a printed/published source
- in parentheses
- correctly spaced
- period in the right place
- parenthetical citations match the first element/word of works cited citation—author or title in quotations

WORKS CITED PAGE

___ alphabetical order
___ equally double spaced
___ includes only works actually used in paper
___ MLA format/margins and indentation/punctuation
___ page numbered as last page of paper

OTHER

___ **sentence structure & fluency**

- no run-ons
- no fragments
- sentences not started w/ FANBOYS (conjunctions)
- transitions begin every new paragraph between ideas/paragraphs