

Researched Argument Rough Draft Checklist.

Title

- My title relates specifically to my thesis statement (my issue is clear and so is my opinion)
- My title grabs the reader's attention but still maintains an academic tone

Formatting (AWR 436)

- My essay has a correctly formatted heading (pg 1 only) and a correctly formatted running head (all pages).
- My essay is **double-spaced**.
- The left and right margins are set at 1 inch.
- I used **12-point Palatino** font (**even in the running header**)—*check this!*
- My essay **does not** exceed 4 pages (not including Works Cited page).
- Literary titles are formatted correctly
 - o Articles are in quotation marks (“Physical Education in Schools: Both Quality and Quantity are Important”)
 - o Book titles are italicized (*The Theory of Education in Public Schools*)

Quotations & Lead-ins (RG 17)

- My essay contains a minimum of 3 direct quotations.
- I **removed** all **ellipses** from the **beginning** and **end** of all quotations.
- I introduced all quotations with **lead-ins**.
- Each **lead-in** is substantial and contains important introductory information.
- Experts' credentials are provided where necessary.
- The first time I introduce an author, I mention his or her first and last name; after that I reference the author's last name only.
- My essay contains a *correctly formatted sentence* lead-in, a **somebody-says** lead-in, and a **blended** lead-in.
- My direct quotations are **cited** and **punctuated** correctly: “blah, blah, blah, blah, blah, blah” (Jones 32).
 - o **Exception 1:** someone is quoted in another person's essay (Simon qtd. in Jones 32).
 - o **Exception 2:** the author's name is not given (use a shortened title **in quotes**) (“Internet Crimes” 8).
 - o **Exception 3:** for a **block quote** (5+ typed lines) omit quotation marks and place period *after* the citation
 - o **Exception 4:** when author's name is provided in lead-in, remove his/her name from the citation

Paraphrased Ideas

- My essay contains a minimum of 3 paraphrased ideas.
- I did not place quotation marks around my paraphrases b/c these are the author's ideas phrased in my own words.
- All paraphrases are documented and punctuated correctly: blah, blah, blah, blah, blah, blah (Jones 32).
- For a multi-sentence **paraphrase** (from one source), place the parenthetical citation after the *last* sentence in the paraphrase *and after* the period.
- For in-text citation exceptions, see list above.

Works Cited (AWR 440)

- My essay contains a **Works Cited** page.
- My Works Cited entries are **alphabetized** by authors' last names and/or titles (when no author listed).
- My Works Cited page is **double-spaced**.
- I used **hanging indentation** to format each source.
- My works cited page includes **only/all works quoted or paraphrased in my essay**.
- Nothing** on my Works Cited page is **underlined** (book, journal, and database titles are italicized)!!

Content

- My essay contains a **thesis** that states a clear and assertive **claim** (it does not merely state the facts).
- My thesis statement is the last sentence in my introduction.
- Body paragraphs begin with **topic sentences** that clearly connect with my thesis **and** state **supporting claims**.
- I **transition smoothly** between ideas.
- I **explain** how each piece of evidence proves my claims.
- When acknowledging & addressing the **opposing view**, I counter my opponent's claim with a **logical rebuttal**.

Word Choice

- I **avoided** the use of first person (I, me, my, we) and second person (you) in my essay.
 - o **Instead of “I think,”** just state the thought. We know it's your opinion because you are the one who is writing the essay☺
 - o **Instead of “you,”** tell us who “you” is. Teachers? Athletes? Lawmakers? Citizens? **Be specific.**

I verify that I have carefully reviewed each of the above self-assessment items

signature

date

period

