**World History**

**Hurray…Its Finally Done Checklist**

*Before you submit your paper, check to make sure you have all the required elements.*

FORMAT:

* Heading including-Your name, topic, date, and my name (single space)
* Times New Roman, 12-point font (it should look like this)
* Proper margins and double spaced
* Page numbers-top right or bottom right or center
* No title page
* DO NOT start writing half way down page
* Paper is between 7-10 FULL pages not including annotations
* One staple in upper left corner
* Separated into required sections, bold faced and underlined, and located on the left side of the page
	+ **Introduction, Background, Defining the Problem, Causes, Positions/Perspectives, Solutions, Analysis of Solutions (this is what you are proving) and Conclusion/Final Thoughts**

RESEARCH AND CITATIONS:

* Used at least 12 sources including all required types of sources
* ALL 12 sources are used and cited within paper
* Proper work cited-separate page, alphabetical, hanging indentions, proper punctuation, NO NUMBERS
* Work cited is properly annotated addressing credibility, validity, and relevance.
* Proper MLA parenthetical citations for EVERY PIECE of evidence
* ALL citations in paper match sources in work cited
* ALL citations include proper sourcing-i.e. (Author’s Last Name). or IF NO AUTHOR (“Article Title”)
* If same author or article title, sources are distinguished from each other by adding each title or pubplisher
* All direct text has quotation marks to demonstrate actual wording
* Author attributes are included- i.e. *The recent study conducted by John Smith, a health expert on AIDS from the World Health Organization shows, “\_\_\_\_\_\_\_\_\_\_\_\_\_\_” (Smith 23)*
* Paper is not simply quote followed by quote followed by quote-your words need to be there to explain, clarify, analyze and evaluate

CONTENT:

* Thesis is clear and argumentative
* Thesis addresses the problem, why it's a problem, where and when, and the best solution to the problem.
* Thesis is the last statement(s) in introduction
* Paper addresses all aspects of thesis and PROVES your argument
* Introduction gets reader’s attention, raises questions, DOES NOT contain factual information or definitions, includes A ROAD MAP OF PAPER (look at section topic sentences)
* ALL sections include STRONG topic sentences that addresses entire section and then topic sentences for each paragraph within the section
* Background develops your topic from a historical perspective. Think of this as timeline of your topic from the past to the present
* DEFINE TERMS in your background, as well as describe groups such as the Lord’s Resistance Army-Who are these people and what do they want?
* Defining the problem does just that-defines the problem (where, when, why, how) including basic cause, how it has become a problem, and why it needs to be addressed
* Perspectives/positions is where you begin evaluating your problem using EXPERTS-journalists, world leaders, official statements and stances from world leaders, corporations, different governments, etc. Let the research do the talking! No one speaks better than an expert on the topic. You want to address: What do the different parties believe or how do they view the issue/problem and solving the problem?
* Solutions should address ideas that agree and do not agree with your stance so you can prove why they are wrong and your idea (research will show this) is correct. You do not have to create a whole new solution, again, let the research talk-look at studies already completed, numbers, etc. Your last part of solutions should be the solution you put forth in your thesis and why this is the correct path to take to begin to solve or address this issue.
* Conclusion-recap your MAIN POINTS that you hit THROUGHOUT the paper AND- What’s next for the issue/solution-future projections, lessons learned, action unless? What can your community do? Personal analysis of what’s next for the 21st century.

MECHANICS, GRAMMAR, and SPELLING:

* Edit your work-read aloud to yourself and someone else
* Check for spelling i.e. DEFIANTLY vs. DEFINITLEY
* Write out numbers that are less than 100 i.e. ninety-nine
* No contractions i.e. no can’t, instead cannot
* NO 1800’s, instead 1800s (no apostrophe)
* Stay away from clichés and overused sayings
* Check for awkward wording, wordiness, and passive language-“…will be”
* Word choice is important in arguing- “…is a bad thing” vs. “…is an unacceptable and immoral practice…”
* Write out entire name of organization or treaty and then you can use acronym i.e. World Health Organization (WHO)
* Use first and last names once and then you can refer to the individual by last name i.e. President Barack Obama…Obama

**BREATHE and give yourself a large pat on the back…you have made a great accomplishment. This assignment is hard and you have challenged yourself and hopefully learned a thing or two about the trials and tribulations of conducting, gathering, analyzing, organizing, and presenting research☺**