

Checklist for Book Essays HIS 1007 & Response Papers HIS 1005

Structure & Grammar

- _____ Paper is neat and double-spaced with 12-pt font in Calibri or Times New Roman.
- _____ Grammar rules are followed. Beware of run-ons & comma splices!!!
- _____ Personal pronouns are avoided! Do not mention yourself! Do not mention your reader!
For example, “*I statements*” are avoided (I think..., I believe..., I am going to show...) & “*you statements*” are also avoided (You can see..., In the next section, I will show you..., etc). There is no compelling need to use “we” either.
- _____ In-Text Citations are included for all information learned or quoted from any sources [HIS 1007 - such as the book read for the assignment].
- _____ In-Text Citations are plentiful! 😊 You can’t have too many.
- _____ Paper is free from typos and spelling errors. (Use spell check and/or proofreaders.)
- _____ Paper is free from punctuation errors. (Utilize proofreaders.)
- _____ Paper is free from incomplete sentences and fragments. All sentences are complete sentences.
- _____ Prompt has been addressed. The paper does not take off on a topic that was not assigned.
- _____ The paper is well-structured.
- _____ High quality, scholarly sources are used. [HIS 1007 – such as the book read for the assignment. HIS 1005 – such as primary sources listed in the prompt for each paper.]
- _____ Quality **content** is included!

MLA Format

- _____ Name, Class, and Date are in proper **MLA format** in upper left.
- _____ **Title** is centered and not in all capital letters.
- _____ First line of each paragraph is indented.
- _____ Pages are numbered properly in upper right with last name before the number (for ex: Smith 12)
- _____ One Inch margins frame each page.
- _____ In-Text Citations are done properly within the essay.
- _____ In-Text Citations include the author and page number.
- _____ A proper **MLA Works Cited page** is included at the end that lists the source(s) used. [HIS 1007 – Include the book read for the assignment.]
- _____ **Works Cited page** is formatted properly. Works Cited page is NOT entitled References or Bibliography!

You may use **APA** instead. If you choose to do so, follow the rules for APA Style. Here is a comparison chart:

MLA Style	APA Style
One-inch margins all around	One-inch margins all around
Double space entire paper	Double space entire paper
Indent first line of each paragraph using Word tools	Indent first line of each paragraph using Word tools
12-pt. Times New Roman, Calibri, Arial	12-pt. Times New Roman, Calibri, Arial
No Title Page / 'Name Block' instead	Title Page
Page numbers in upper-right <i>with last name</i>	Page numbers in upper-right <i>without last name</i>
Works Cited page for listing sources	References page for listing sources
Hanging Indents for Citations on last page listing sources	Hanging Indents for Citations on last page listing sources

Paragraphs

INTRODUCTORY PARAGRAPH (about 5-8 sentences)

_____ You used some creativity! *Which of these elements are in your Introduction?*

- Background or Historical Info
- Quotation
- Interesting or Surprising Fact
- Definition of an Important Term
- Short Narrative
- Question
- Classic Style of Introducing the Main Points to be Covered in the Paper

_____ Includes a “thesis statement” and gives a strong “lead” into what’s to come!

BODY SECTIONS and PARAGRAPHS

- Each paragraph has a topic sentence that introduces the main idea of the paragraph.
- Each paragraph is fully developed with 4-8 sentences describing the Main Point.
- The final sentence of each paragraph is a good clincher sentence with a transition that “hooks” the reader into wanting to read the next paragraph.

_____ The content portion of the paper is well organized and the organization is clear.

_____ Good transitions are used from point to point.

_____ Appropriate evidence is cited where necessary.

_____ Quotations are blended and integrated into the content.

_____ Ideas are clear and supported with details.

_____ The information is well researched and accurate.

_____ “I statements” are avoided (I think..., I believe..., I am going to show...) & “you statements” are also avoided

_____ Overall, the paper is easy to understand! 😊

CONCLUDING PARAGRAPH for the whole essay (about 5-8 sentences)

In this paragraph, you wrap up by:

_____ Re-stating your thesis – but in a different way than in your intro, of course! 😊

_____ Including a creative approach. *Which of the following approaches did you include in your conclusion?*

- Echoing the Introduction
- Looking to the Future
- Challenging the Reader
- Posing a Question
- Reviewing each of your Main Points

_____ Reflecting on the conclusions you have formed about your topic! Include some insights!

_____ Ending with a powerful final statement!