

# Worksheet 5: Completed Project Checklist - Paper

Name: \_\_\_\_\_ Project Due Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

Check the boxes next to the items that are true and complete for your project.

## Part 1

- I created this project myself or with my team.
- I/we analyzed a wide range of sources and thought about why that information might be important.
- I used good, credible sources in my research.
- My research is balanced. I examined and included more than one point of view on my topic.
- My project is clear, neat, organized, and creative.
- My project has a complete *thesis* (main argument).
  - ✓ Introduces the topic
  - ✓ Shows a connection to the theme
  - ✓ Argues for the topic's historical significance
- My project supports my thesis by explaining my topic's *historical context* (where it fits in history).
- My project supports my thesis by providing details about my topic and how it relates to the theme.
- My project supports my thesis by providing clear evidence that the argument I made for my topic's *historical significance* (why it is important) is correct.
- My project supports my thesis by ending with a thoughtful conclusion that shows what I have learned.

## Part 2

- The title of my project is clearly visible on the title page of my paper.
- I/we followed the instructions for a title page.
- I/we followed the instructions for an annotated bibliography.
  - ✓ Includes all sources used
  - ✓ Separates primary and secondary sources
  - ✓ Explains how each source was used (annotation)
- The annotated bibliography is in the correct format.
- Sources are given credit correctly within the paper.

## Part 3

- My paper is 1,500 to 2,500 words
  - ✓ includes quotes, but not footnotes
- I cited sources within my paper through footnotes, endnotes, or internal citation.
- I used quotation marks and cited the source of all direct quotes.
- I cited the source of any words or specific ideas that were not mine.
- I cited the source of any photos or art.
- My paper is typed in 12-point font.
- My paper is double-spaced.
- My paper has numbered pages.
- My paper is printed single-sided on plain white 8.5x11 paper with 1" margins.
- My paper does not name my school.
- My paper is stapled in the top left corner with the title page on top and the annotated bibliography behind. It is not enclosed in a cover or binder.

## Part 4

- Someone has proof-read my project.
- I am ready to submit four copies of my paper (including title page and annotated bibliography) by the due date, which is before the contest day.
- I understand costumes are not allowed.
- I am ready to speak with the judges, but I will not prepare formal comments.
- I am ready to look and speak my best on the day of the contest!