1. Check the font style and size. EVERY PAGE should be the same – Arial or Times New Roman 10-12. Identify problems.
2. Every paragraph should be indented 1 tab and NO EXTRA SPACE BETWEEN paragraphs. Identify problems.
3. ALL PAGES should be double spaced throughout. Identify problems.
4. ONLY the FIRST PAGE OF THE OUTLINE and the FIRST PAGE OF CONTENT should have identification on the left like this: THIS DOES NOT GO IN THE HEADER!!!!!

Judy Fliberdijibbet

Ms. Lee

English IV – 3rd hour

11 March 2014

1. ALL PAGES should have LAST NAME and PAGE NUMBER inserted in the header on the right like this: Flibbertigibbet 7
2. Look at EVERY BODY PARAGRAPH. There should be AT LEAST 2 citations like this:

(Jones 3). (“Animal Rights” 44). Identify problems.

1. Go through entire project and cross out any form of YOU (Your, you’re, you). Circle all the “I”
2. The TITLE should be centered on the OUTLINE and the FIRST PAGE OF CONTENT. It CANNOT be a question. Identify problems.
3. Look at the WORKS CITED PAGE. If the entry is two or more lines, all lines after the first should be indented like this:

Conrad, Robert and Mary Oppenheimer, Kathleen Perkins. “Loving Adoption after Some Ruff Times.”

 *Student Resources in Context*. Gale, 20 Oct. 2013. Web. 12 Jan. 2014.

1. Look through all content pages. Match every ( ) to a corresponding entry on the WORKS CITED PAGE like this:

(Robertson 23). Robertson, Gloria. “Times of Crisis*.” Opposing Viewpoints in Context*.

 Gale, 2013. Web. 3 Feb. 2014.

If an entry on the Works Cited page is not used in ( ), mark it out. This is called *padding* your research and it makes your research look sexier than it is. Identify problems.