

Checklist for Final Papers in History

Content: 50%

- Clear and specific statement of your thesis in the introductory paragraph.
- Clear statement of your topic.
- Clear statement of its temporal boundaries (date range).
- Clear statement of your topic's watershed and its geographic boundaries.
- Each paragraph has one driving idea.
- Good transitions within paragraphs and between paragraphs.
- You stick to your subject.
- Use of appropriate evidence to support your thesis.
- You anticipate and respond to counter evidence.
- You have constructed a conclusion in which you state the significance of what you have learned.

Documentation: 25% (but up to 100% because incomplete documentation can result in a zero)

- Each idea or fact obtained from other authors or sources is clearly and fully documented, using footnotes to avoid plagiarism. The applies to direct quotations, paraphrases, charts, graphs, photos, maps, etc.
- Notes use Arabic numerals.
- All documentation follows the Turabian/ *Chicago Manual of Style (CMS)* rules for notes and bibliographies.
- You have used a minimum of five primary and ten secondary sources.
- All sources are properly sorted into primary and secondary in the bibliography.
- The bibliography contains only sources cited, not the ones you did not use at all.

Form: 20%

- You have perfectly and fully proofread your paper.
- Your diction is formal, i.e. no conversational language, contractions, slang, or jargon.
- Your language is clear and concise.
- You have avoided the use of first-person singular (I, me, my, myself).
- You have chosen an appropriate verb tense and you stick to it.
- You have avoided using the passive voice.
- You have observed the **International Year of the Apostrophe** by getting your possessives right.

Appearance: 5%

- Title of paper, course title, and your name included somewhere (but note that a title page is optional).
- Skip the plastic binders, extra-heavy paper, and other expensive niceties. Staples are fine.
- Two-sided ("duplex") printing saves paper; use it if you like.
- One well labeled and annotated map should be included.
- If other images are included, please label them as to source and date and list them all. A discursive caption is even better.
- Use 1" margins all around.
- Justify the left side of your text, but leave the right side jagged.
- Use 12-point Roman, Times Roman, CG Times, or similar type, **with serifs**. Not Courier. This is courier.
- Double-space all text **except** within notes and bibliographic entries.
- Number all pages except title page.