

Paper Assignment Checklist

Course: [Course Name]

Assignment: _____

Name: _____

Date: _____

Please staple this checklist to the front of all computer typed assignments. No assignment will be graded without the checklist. Violations will be penalized by the points listed next to each item.

| | |
|-------|---------------------------------------------------------------------------------------------------------------------|
| _____ | • My paper is in twelve-point font <i>(5 points)</i> |
| (Yes) | |
| _____ | • My paper has one-inch margins <i>(5 points)</i> |
| (Yes) | |
| _____ | • My paper has <u>typed</u> page numbers <i>(5 points)</i> |
| (Yes) | |
| _____ | • My paper is double-spaced <i>(5 points)</i> |
| (Yes) | |
| _____ | • My paper contains no more than two quotations of less than ten words each <i>(5 points for each violation)</i> |
| (Yes) | |
| _____ | • I've submitted an electronic copy of my paper to the instructor <i>(Assignment will be treated as incomplete)</i> |
| (Yes) | |
| _____ | • I did not plagiarize or violate the Colleges' academic honor code <i>(See syllabus)</i> |
| (Yes) | |
