

M3- Checklist

A. APA Formatting/Documentation	
1	Margins (1 inch or 2.54cm all around) Letter size Double-spaced or 2.0 Times New Roman (12pt.)- always black
2	Page numbers begin on title page (in the top, right corner)
3	Title page includes title, essay type, student name, university name, course name, professor's name, and due date.
4	Title appears in bold and centered at the top of p.2 (the first writing page)
5	Section headings appear for background, body, and concluding paragraphs in bold.
6	No extra line spacing: between the title and the first paragraph, between paragraphs, and all of the references
7	All the texts are aligned to the left (i.e. not "Justified")
8	All the sources are cross-referenced and listed in alphabetical order.
9	References include all necessary information (Author/Organization, Year, Title, URL) and are correct APA.
10	In-text citations include author's last name (or organization/website name), publication year, and page number(s) with correct punctuation, capitalization, & placement.
B. Selection of Sources	
1	A variety of sources are provided (i.e. journal, reports from government/organization, books, newspaper..)
2	All the sources are credibility rating level 3~5.
3	This paper consists of at least 10 academic sources.
C. Paragraph Development	
1	Introduction is written deductively; Thesis statement includes the perspective, topic, opinion & concept, roadmap
2	Background paragraph(s) includes A=B and B=C sections and indicate appropriate citations.
3	Body paragraphs develop the thesis and connect with key words, are deductive, and follow the paragraph pattern closely.
4	Main evidence is introduced with sufficient context, including credibility/authority; Supporting evidence is effectively integrated into the explanation and discussion sections of the body paragraph.
5	Conclusion paragraph is concise and pulls together all the key words.
D. Content	
1	Introduction is well-thought out with an effective introductory (purpose) sentence
2	Background paragraph information is well-researched with well-chosen, relevant factual information
3	Ideas grow/develop throughout the essay. They are closely related & not descriptive/repetitive.
4	Ideas maintain the main focus of the thesis.
5	Essay uses meaningful, well-researched, and sufficient evidence. Research adds to the depth of discussion
6	Essay is not over-reliant on a few evidence sources—a wide variety is used to demonstrate research breadth
7	Essay clearly demonstrates sufficient effort to understand/develop an opinion about the topic through research
8	Free of grammatical errors