

# Formatting Checklist for Written Work

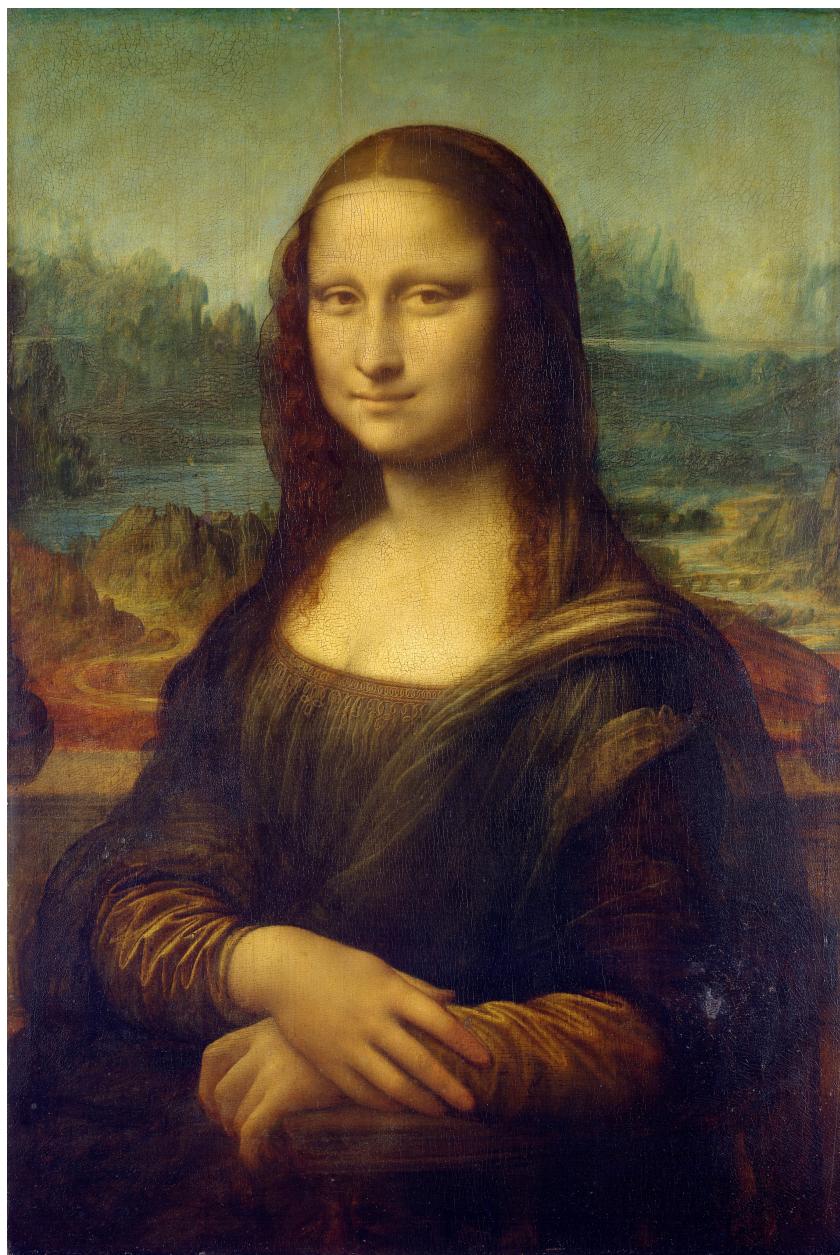
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- My paper is between 8-10 pages in length, excluding footnotes, works cited, and appendices.
- It is double spaced and in a font that is size-equivalent to Times New Roman or Helvetica at 12 pts.
- I've submitted my paper as a Word document to the Course Spaces dropbox or made special arrangements to hand in a paper copy.
- The file name for my paper includes the **author's last name**, the **course number** (e.g. MEDI 200, HA 311A), and the **assignment name** (e.g. final essay).
- My paper has my last name on all pages.
- It has a title page that lists my name, the name of my instructor, the class name and the name of my paper.
- The pages are numbered.
- I've used numbered footnotes or endnotes to cite my sources (to add a footnote in most word processing programs select Insert > Footnote and the references will be organized automatically).
- My footnotes conform to the Chicago-Style Citation Guide.<sup>1</sup>
- My paper has an introduction with a **clearly marked thesis statement** (bolded, underlined or italicized so that my instructor doesn't get confused).
- My paper has a "body" with multiple paragraphs that support my argument.
- My paper has a conclusion that wraps things up neatly.
- I've provided a Chicago-Style "Works Cited" that includes **full bibliographic references** for all sources used in the paper.
- My referencing system is consistent in style. If I'm unsure how to complete a bibliography, I've consulted the Research Help Desk in the library.
- I've included all relevant images.
- When I mention these images in the body of the text, I've alerted the reader to the figure number in a notation that looks like this > (Figure 1).
- When my reader comes across a number like that, she can find the image I'm talking about either in an appropriate place in the body of the text or at the end of the paper in a section marked "Figures."
- Each of the images/figures has a label that tells the reader the name of the artist (when known), what the work is called, the date of its creation and other relevant information including the image source. Use the template on the next page for formatting guidance.
- I've looked at the **Final Paper Rubric on Course Spaces** to get a sense of what criteria will be used to evaluate my work.
- I understand that although these criteria do not represent requirements for a passing grade, an A+ paper will receive a "strongly agree" for each statement listed on the rubric.**

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<sup>1</sup> You can also use footnotes to clarify concepts or add useful information to your text that doesn't flow well in the body. If you must go off on a tangent, do it here!

Figure 1



Leonardo da Vinci, *Mona Lisa*, c. 1503-6. Oil on poplar panel, 77 x 53 cm (30 x 21").  
Musée du Louvre, Paris.

Image from Web Gallery of Art: <http://www.wga.hu/>