

AAA Success Journal Criteria

Use the following criteria as a checklist as you do your written assignment:

Topic

- Does my paper address all of the questions asked for in the assignment (see syllabus p.5)?
- Does my paper stay on the topic, without straying or adding irrelevant information?

Format

- Is my paper **typed** in Times New Roman font, using 12-point size throughout?
 - *NOTE: Typed is preferred, but you may hand-write your paper if you do not have access to a keyboard, or if typing is especially difficult for you.*
- Is it on standard 8½ x 11-inch white paper?
- Does it have one-inch margins?
- Is it left-justified only?
- Is it double spaced (2.0) throughout, with no extra space between paragraphs?
- Is the first line of each paragraph indented one tab (approximately five spaces or ½ inch)?
- Is it approximately 275-350 words (1-1½ pages) in length?

If handwritten:

- Is my paper legible, i.e., written neatly enough that another person would be able to read it without difficulty? (NOTE: Illegible papers will be returned ungraded.)
- Is it on standard 8½ x 11" paper (college ruled or wide ruled)?
- Are the edges clear of clutter (spiral binding scraps, etc.)?
- Are the left and right margins approximately one inch, or aligned with the vertical margin line printed on the page?
- Is the first line of each paragraph indented approximately five characters or ½ inch?
- Is it approximately two pages (275-350 words) in length, without skipping lines?

Heading

- Does my paper begin with a four-line heading in MLA format, as follows?
 - Does the first line contain my name (first name first)?
 - Does the second line contain my instructor's name?
 - Does the third line contain the name of my class (subject and course number)?
 - Does the fourth line contain the due date (written out or in European format)?
 - Examples: *April 10, 2013* or *10 April 2013*
 - Are the above four lines in the upper left corner, double spaced (no extra space)?
- Is the title centered on the top line?
- Is the title in 12-point type (without quotation marks, bold face, or other effects)?
- Is the title appropriate for the assignment?
- Is there a double space (2.0 – no extra space) between the heading and the title?
- Is there a double space (2.0 – no extra space) between the title and the first line of the essay?
- If my paper is more than one page, are subsequent pages numbered in the upper right corner?

Clarity

- Does my paper have three main elements: 1) introduction, 2) body, and 3) conclusion?
- Did I address the topic using full sentences and paragraphs?
- Do my sentences make sense?
- Are my paragraphs written in a logical order?
- Does each paragraph address a complete point, thought, or idea?
- Did I start a new paragraph when moving to a different point, thought, or idea?

Grammar, Spelling, and Punctuation

- Do I have complete sentences?
- Does each sentence have a subject and a verb? (If not, it is a fragment.)
- Do I have correct agreement (subject-verb; pronoun-antecedent; singular-plural?)
- Do I have the correct pronoun case?
- Did I avoid comma splices and run-on sentences?
- Do I have proper punctuation?
- Did I spell-check carefully?
 - *NOTE: The computerized spell check only catches words that it does not recognize. You cannot rely solely on the computer to check your spelling!*
- **Did I proofread?**