

## I-Search Paper Self and Peer Edit Checklist

Put a ✓ next to each item to ensure that you/the writer have completed this step.

Be sure to complete this for your paper first

AND then have one other reader use this same checklist!

### Format:

\_\_\_ Header with last name and page number is in Times New Roman 12 in upper right of all pages

\_\_\_ Name, Teacher, Class, Date are double spaced in upper left

\_\_\_ Entire paper is double-spaced. Double check to make sure there are no quadruple spaces!

\_\_\_ Clever or Catchy title is centered and is just double-spaced below date and just double spaced above first paragraph

\_\_\_ Check to make sure the paper has the following 6 headings that begin **AT THE LEFT MARGIN** and have important words capitalized: Double Check your Labels!

\_\_\_ Why I Chose My Topic

\_\_\_ What I Already Know

\_\_\_ What I Want to Learn

\_\_\_ The Story of My Search

\_\_\_ What I Learned

\_\_\_ Reflection

### Content:

\_\_\_ Why I Chose My Topic section provides a PERSONAL connection to this topic and in 6-12 sentences explains why this topic is important

\_\_\_ What I Already Know section discusses what knowledge, experience or background writer already has.

\_\_\_ What I Want to Learn section develops questions about the topic and is at least 4 sentences in length.

\_\_\_ The Story of My Search Section thoroughly describes in 1-2 pages the sequence of steps followed to complete the research. Check to make sure writer addressed...

\_\_\_ ProQuest search

\_\_\_ EBSCO search

\_\_\_ Google search

\_\_\_ Expert Interview search

\_\_\_ It includes info on search terms, problems or breakthroughs, how questions changed or expanded as a result of the search,

\_\_\_ Acknowledges help you received from others in finding info.

\_\_\_ What I Learned section shares in 1-2 pages the answers to the questions posed in What I Want to Learn section.

\_\_\_ What I Learned section cites the **5 required print sources and 1 required interview** utilizing in-text citations **in parentheses** with periods following the parentheses.

\_\_\_ Reflection section discusses what writer did well, success and/or drawbacks encountered in planning and completing research, things you could have or should have done differently, how you plan to use what you learned.

\_\_\_ Paper include **3 text-wrapped images** related to the topic. Images should be no bigger than 2x2 and should be placed on the left or right margin inside of the 1" margin.

\_\_\_ I ran my paper through [Turnitin.com](http://Turnitin.com), and it passed the 90% originality requirement. If it didn't, I went back and summarized or paraphrased the sources that I utilized.

**TURN OVER**

## **Mechanics, Usage, Grammar:**

\_\_\_\_\_ I have eliminated the pronoun **YOU** from everywhere in my paper.

\_\_\_\_\_ I have varied the beginnings of my sentences so that **ONLY ONE** sentence in each paragraph begins with the word "I." (I learned, I used, I asked...)

\_\_\_\_\_ I checked carefully to make sure I used commas after introductory phrases and clauses that start with words like Since, If, Because, Although, When, While.

\_\_\_\_\_ I checked carefully to make sure I used commas BEFORE fanboys constructions. Sentence, FANBOYS sentence.

## **Documentation:**

\_\_\_\_\_ I utilized in-text citations for **EVERY** piece of information that was NOT common knowledge.

\_\_\_\_\_ If my source had an author, that author's name appears in the in-text citation at the end of a quote or paraphrase or summary in parentheses with a period after the parentheses (Smith).

\_\_\_\_\_ If a source I used had NO author, I included the title of the article in parentheses with quotation marks around the title and period after the parentheses ("How to Edit a Paper").

In-Text Citations in MLA 8

\_\_\_\_\_ **Please Double-check!** If your articles **HAVE** page numbers, include the page number in ( ).

**In-Text Citations in MLA 8th Edition have two components:**

1. The first word found in the full citation on the Works Cited page (usually the last name of the author)

2. The location of the direct quote or paraphrase (usually a page number)

In-Text citations should be placed directly after the direct quote or paraphrase, or in a place that is a natural pause and does not cause the reader to become distracted while reading the body of your work.

Example: In order to prevent starvation, Watney knew exactly what he needed to do. "My best bet for making calories is potatoes" (**Weir 17**).

When using the author's name in the sentence, only include the page number in the parentheses.

Example: Seuss's use of words such as, "lurk" and "dank" help students understand the type of character that the Once-ler is (**6**).

## **Works Cited:**

\_\_\_\_\_ To get my Works Cited to correctly format from EasyBib to my Google Doc, I used the Export, Save to Google Docs command. Then I copied and pasted my Works Cited from the new Google Doc where it opened to my I-Search Google Doc.

\_\_\_\_\_ The Works Cited page is on its OWN page. Works Cited is centered at the top of the page.

\_\_\_\_\_ There is a header with writer's last name and page # on Works Cited page

\_\_\_\_\_ The required SIX sources are on the Works Cited List. (1 Expert, 2 ProQuest, 2 EBSCO, 1 Web or, if cleared through me because of a lack of sources in one of the data bases, all 4 database articles from one or the other database).

\_\_\_\_\_ All **6** of the required sources on the Works Cited page are double spaced. If longer than 1 line, the 2nd and 3rd lines are indented.

\_\_\_\_\_ All of the sources besides possibly the expert if it was a live interview HAVE WEBSITE addresses!

\_\_\_\_\_ There are no NP for no publisher or ND for no date in the citations.

\_\_\_\_\_ The writer did not fill in the author box with Anonymous or No Author. If there IS no author, the article will be alphabetized by the title of the article.

**TURN OVER**