

BEFORE YOU TURN IN YOUR TERM PAPER...

1. Have one of your parents or another adult read over your paper. They should check:

- to see if it makes sense
- for misspelled words, including capitalization
- for correct grammar
- proper punctuation

They are not to rewrite your paper, of course, but they can help with the above-listed items.

2. When you turn in your term paper, please do not use any folders or document protectors. Simply staple it in the upper left-hand corner. Please assemble the parts of your paper in this order:

- title page
- final paper
- bibliography
- any attachments (these are optional)

3. Use the following as your checklist before turning your paper in to me:

- Do I have my pages numbered?
- Do I have all the parts to my paper?
- Is my paper assembled correctly?

4. Your grade will have two components to it: one grade for content (Did you accomplish the objective as set by your thesis statement? How well did you do so?) and one for mechanics (spelling, grammar, and punctuation). The mechanics grade will be subtracted from the content grade in determining the final grade for the paper.