**Checklist Before You Turn in Your Final Paper**

* Approved fonts:
  + This is either Calibri 11pt or Times New Roman 12pt
* Spacing
  + Double spaced
  + Remove space after paragraph
* Word Choice
  + No second person
  + Eliminate contractions
  + Strong word choice
  + Avoiding repetition of certain words
  + Drastically reduce the use of words such as things, stuff, a lot, etc
* Formatting and Organization
  + Title Page included
    - Must include Project, Name, and Fall 2015
  + Page numbers bottom right corner
    - There should be no page number on your title page
  + 1” margins all the way around
  + Works Cited
    - Alphabetical listing
    - MLA format please
    - Make sure you have all of the information possible including publisher and date
    - In-text citations need to be in your paper.
      * “With a direct quotation, it would look like this” (Last Name).
      * With a paraphrase or a summary, it would look like this (Last Name).
      * If a name is not listed, which is often the case with websites, use the first item in the works cited. This is frequently the article title (Article Title).
      * Remember to cite after every three sentences if from the same source. Otherwise cite after each source switching.
      * It is okay to cite multiple sources. It would look like this (Source 1; Source 2; Source 3).
  + Order of Paper
    - Title Page (no page number)
    - Abstract
    - Introduction
    - Literature Review
    - Connection
    - Methodology
    - Reflection
    - Conclusion
    - Works Cited

Abstract

This will come first. It is a brief paragraph that formally summarizes your entire paper. This will be on a page all by itself.

This will be your introduction. You need to have some sort of attention getter in here. It will be a few sentences generating the idea of your project. It does not need to be very specific but rather just give the reader the idea of what is to come. Please stay away from second person. Make sure you have a thesis statement as well. Do not make a page break

Literature Review

Here is your literature review. Remember that this is roughly 4-6 pages. You should have multiple bullets here, as approved from your outline. Transition to your connection. Do not make a page break.

Connection

This is where you make the logical connection between your literature review and your methodology. You should talk about why you wanted to do this project and/or how you came about this idea. You also mention who your mentor is and why they are qualified. Transition to your methodology. Do not make a page break.

Methodology

Here is your information on what you did to complete your project. This covers the steps you took, the meetings with your mentor if applicable, and your final product. Transition to your reflection. Do not make a page break.

Reflection

Here is where you talk about your struggles and what you did to overcome these issues. You also mention your successes and the skills (tangible and intangible) you acquired. Please make sure you talk about how you will utilize these skills in the future. Transition to your conclusion. Do not make a page break.

You also need to have a conclusion. This is a short paragraph wrapping up your entire paper. It doesn’t need to be really fancy, just enough to cover the main ideas.

Works Cited

This is on a new page (still has page numbers) – please refer to the checklist for requirements. It should be in the same font as your paper.