

# FBC Research Essay Checklist

## **Format:**

- Typed in 12-point font
- Times New Roman font
- Double spaced
- One-inch margins around
- No extra spaces between paragraphs
- Page numbers on every page in the top righthand corner with my last name (ie: Smith 3)
- Header has my name, the instructor's name, the course information, and the date  
(military date 01 September 2022) (*ask instructor if it needs a title page*)
- No spelling errors
- Correct punctuation
- Same verb tense throughout
- Flows well and reads smoothly
- Title centered after header – not bold, double space before and after title

## **Introduction:**

- An interesting 'hook' that captures attention (more for a paper than essay, but keep in mind)
- A strong thesis statement that is clear and easily understood (at the end of the intro)

## **Body:**

- At least five (5) paragraphs of content (introduction, minimum of 3 content, conclusion)
- Thesis statement is supported and proven by the evidence
- Follows a logical order (well-organized, does not skip around)
- Each body paragraph begins with a transition and a topic sentence
- Each body paragraph contains one of the subtopics that directly relates to my thesis statement
- The subtopics in each body paragraph are explained by points (ideas or opinions) which are supported by facts, examples, and other documenting evidence.
- Presents the key viewpoints with adequate and clear documentation of proponents in a fair manner

## **Sources and Citing/Plagiarism:**

- Contains accurate information from credible scholarly sources
- Sources contain reliable and current information on my topic
- Written in my own words
- Direct quotations and paraphrases have citations
- Credit is given each time that new information is used, even if it is paraphrased or summarized

## **Conclusion:**

- A logical closing that ties together the main points of my paper
- A closing statement that demonstrates that the thesis statement has been accomplished
- Conclusion does not contain any new information

## **Works Cited Page:**

- Contains the appropriate number and type of resources
- Entries are alphabetized according to the author's last name (not numbered)
- Each source listed on my works cited page is cited at least once within my paper
- All sources are properly cited on my Works Cited page
- Double-spaced entries