

WA Check List

Use this checklist to double check your paper before turning it in to ensure that you are turning in your best work. Never turn in a first draft, always set it aside and come back to it later to proof read and revise.

KEY THINGS TO REMEMBER

Audience

You are writing all of your papers for a general audience.

Sources

Your sources must be scholarly sources. If the prompt allows you to find your own research, keep in mind the following:

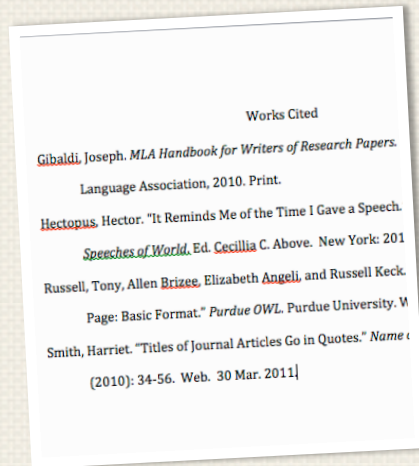
- Your sources should be scholarly articles (in the library databases) or books / anthologies written by scholars or published by university presses.
- Websites are not acceptable sources without my prior approval. Even then they should be limited to nonprofit organizations, government websites, and news organizations websites. NO encyclopedias or wiki like sites. Dictionaries maybe used to define terms (and must be listed on the works cited page) but do not count towards your required number of sources.
- Always have in-text citations when you quote, summarize, or paraphrase.

REVISIONS

You can revise a WA once if it made below a B (80%). In order to revise you must highlight the changes you made in your paper AND attach the first graded attempt to the back of your revision. You MUST work with a writing center tutor and attach the visitation sheet to the front of the paper. Revisions will NOT be accepted late.

RachelCantrell.com/teaching

WORKS CITED



- You should only list a source on your works cited page if you actually quoted, paraphrased, or summarized it within your paper with an in-text citation.
- Entries should be listed in alphabetical order & in MLA format
- Double spaced. 1st line of a citation is not indented, the following lines are.

BASIC REQUIREMENTS

- Did you reach the minimum page length? (Works cited page doesn't count!)
- Do you have the minimum number of sources in MLA format?
- Do you have a works cited & in-text citations in MLA format?
- Do you have your last name and page number in the running header (aligned right)?
- Is everything Times New Roman font size 12? Don't underline or bold titles, etc!
- On the top of the first page only should be your name, Professor Cantrell, the course number, and the date (day Month year). Double spaced (don't bold!)
- Is the paper on topic? Does it answer the prompt?
- **Quotes should not take up more than 1/3 of your paper.**

EVALUATING YOUR ARGUMENT

- Do you have a thesis statement (an arguable claim) in your introduction?
- Do you define your terms in the second paragraph?
- To make supporting points with evidence and warrants?
- Do you have a paragraph that ties all the evidence back to your main claim (your thesis statement)?
- Do you acknowledge the other side of the argument (the counter argument)?
- Do you have a conclusion that summarizes your points, restates your thesis statement (reworded) and leaves the reader something to think about?
- Remember that you are writing for a general audience.