

- ✓ **“Quick” Checklist:** Review the MLA.ppt for proper paper setup and Review “Checklists” document on BlackBoard
- ✓ Your title is centered and not bolded, italicized, or underlined
- ✓ **Intro** (aim for ½-1 page) that:
 - Starts broadly (a few general sentences about the topic/issue)
 - Transitions into a solid, relevant **summary** of story. (MUST include title and author)
 - Culminates with an **interpretive thesis** that clearly states your main argument
- ✓ **Body paragraphs** unified around ONE controlling idea that directly supports your thesis:
 - Quotations should NOT be in the first or last sentences of paragraphs
 - Start with a **topic sentence** that clearly states the main idea of the paragraph AND links back to the thesis
 - Smoothly introduce the quotation/provide **context**
 - Transition into the quotation (ie: cite it “...”)
 - **Explain/analyze** how the quotation supports your thesis. Pick the words in that quote apart!! (You’ve been writing body paragraphs all along!)
 - Repeat the context, lead-in, cite, and analyze for any other quotations you are going to use in the paragraph.
 - Conclude the paragraph by recapping the main idea and/or transitioning to the next paragraph
- ✓ **Conclusion** that rephrases (not repeats) your main ideas, does *not* introduce any new ideas, and ends with a general truth (a “So what?”)
 - ✓ Font Size 12, Times New Roman, Double Spaced
 - ✓ Paper is a MINIMUM of three complete pages. I severely penalize papers that do not meet the minimum requirements
 - ✓ Works Cited page properly formatted
 - ✓ No first person (I, me, my, our, we)
 - ✓ No second person (you, your)
 - ✓ Clear, crisp English sentences with proper punctuation and transitions
 - ✓ Seriously, USE all the checklists I’ve provided
 - ✓ **Seriously**, failure to follow any items listed in this checklist will tell me that you were too lazy, careless, or both to put much effort into the paper. That will not bode well for your grade.
- ✓ **Super-seriously**, DON’T consult *any* additional sources. Even getting **ideas** from another source is plagiarism and will result in an automatic zero (and the other consequences listed in the syllabus)