

High School Paper Guidelines

Use Times New Roman, Size 12 font, 1 inch margins, double space

For any paper other than an original story...

1. Does it have a strong thesis statement?
 - a. Is it worded without using “I will tell you about” or “this paper is about” or something similar? (ex. (NOT – In this paper I will tell you about Tiggers.)
 - b. It should be a clear statement talking about the topic, not talking about the paper. (YES – Tiggers are fictitious animals in Milnes’ Pooh series.)
2. Is the thesis statement found in the introduction paragraph?
 - a. It is often near the end of the first paragraph.
 - b. Start with more broad or general information about the big picture, and then narrow it in to your thesis statement, creating the feeling of a funnel in your introduction.
3. Does the paper have a strong conclusion?
 - a. Make sure you do not introduce any new points here, just summarize or reflect on what you’ve already covered. Talk about the topic, NOT about the paper. (In this paper, we... NO!)
 - b. Make sure one sentence in the conclusion sounds almost like your thesis statement, just slightly re-worded.
4. Does the middle of the paper present at least 3 good points supporting your thesis statement?
 - a. If they’re not related to the thesis statement, they shouldn’t be in the paper or you need to change the thesis.
 - b. You may have more than 3.
 - c. Make sure you develop each point fully.
5. Did you use good transition statements to help your reader flow through your paper smoothly?
6. Are all direct quotations, statistics, facts, or ideas borrowed from other sources cited in parenthesis (not footnotes with superscript numbers) throughout the paper and at the end on a works cited page?
7. Are all the sources on the works cited/resources page listed in alphabetical order?
8. Did you follow a good citation/bibliography format such as APA or MLA?
 - a. See <https://owl.english.purdue.edu/owl/resource/560/01/> for APA (required for HIS course)
 - b. See <https://owl.english.purdue.edu/owl/resource/747/01/> for MLA
9. Does your word count/page count only include the body of your paper, not a cover sheet or the works cited page?