**RESEARCH PROJECT CHECKLIST:**

* Remember to use size 12 font. Your choice of style, but if I cannot read it, I cannot grade it.
* Section 1 is in a two column format. You will probably have to copy and paste into Word to do so. Set line spacing to 1.5, please.
* Section 2 is in regular form, with paragraphs set at double spacing.
* Make sure that you have a works cited page at the end of your paper that follows MLA format. Remember, [www.easybib.com](http://www.easybib.com) is a very helpful resource that simplifies the process and saves time!
* Make sure that within both sections of your paper that you make references to information/data gathered from your research. Remember: If all you do is rattle off and ramble on about your personal thoughts/philosophies without discussing actual facts/info from research, you have NOT written a research paper. Instead, you are turning in a personal opinion essay. As such, it will not score very well.
* Remember to tell where you got the info you use within the paper. You do so with parenthetical in-text citation.
* You have three title pages for this whole paper. A main title page, a title page for Section 1, and then a title page for Section 2. You can be creative and clever, or you can be direct and plain. It’s up to you. Use whatever font you want, so long as I can read it. Color does not get you more points. Put your full name and class period on the main title page, bottom left of the page.
* You have a V ERY basic table of contents page. At the top of the center of the page, it will say: Table of Contents. It will list three things, along with the page number of the first page of each:  
  ***Section One 1  
  Section Two 4  
  Works Cited 9***(The pages numbers above are examples. Your numbers may be differently, obviously.)
* You need to insert page numbers in your document. Page 1 will begin with the title page for Section One. For instructions on how to do that, click [HERE](https://support.office.com/en-in/article/start-page-numbering-later-in-your-document-c73e3d55-d722-4bd0-886e-0b0bd0eb3f02).
* Punch some holes in your papers and place inside your 3-tab folder.
* If you are choosing to turn your paper in via your OneNote notebook, there will be a little assistance posted with doing so posted on the blog. You will need the desktop version of the program—it will not work with the online version. As a BGHS student, you are allowed to install Microsoft Office on your home computers for free. (I know several of you did so earlier this year.) If you elect to turn the paper in by Sunday via OneNote and you aren’t able to figure it out, then you will have to turn in your paper on Tuesday with points deducted for missing the deadline. It’s not that difficult to do, but some of you struggle with following directions and exercising self-reliance, so plan accordingly.