Research Paper Outline Checklist

Check to ensure that the following items are completed in the outline.

- **MLA Format (12-point, Times New Roman, double spaced,** _____

  1-inch margins)

- **Heading (properly formatted per MLA requirements)** _____

- **Header (properly formatted per MLA requirements)** _____

- **Extra spacing is omitted between entries** _____

- **Title (subject)** _____

- **Introduction *I, A, B (1-3), C*** _____

- **3 Reasons *II, III, IV*** _____

- **9 Sub-Reasons *A (1-4), B (1-3), C (1-3)*** _____

- **9 Topic Sentences (1 for each sub-reason)** _____

- **Includes at least 3 Supporting Ideas for each sub-reason** _____

- **Includes at least 9 Parenthetical Citations (placed before the** _____

  closing sentence)

- **All Parenthetical Citations are properly formatted** _____

- **Includes 9 Closing / Transition Sentences (1 for each sub-** _____

  reason)

- **Topic Sentences, Supporting Ideas, and Closing Sentences –** _____

  all written as complete sentences

- **Includes a complete concluding paragraph *V, A, B, C (1, 2), D*** _____

- **First word of each entry is capitalized** _____

- **No errors in spelling, grammar, and punctuation** _____

- **Works Cited page present and properly formatted** _____