

Project 3 Textual Evaluation Checklist

- **MLA Formatting**
 - First page formatting (MLA top left should have name, instructor, course, date),
 - Margins (one inch),
 - Pagination (insert page number top right and type Last name then space before #, e.g. Smith 1)
 - Spacing (double)
 - Black Font (Times New Roman 12 ONLY),
 - Title (centered, not bold or underlined, no extra line after it)
 - Title should be specific to your paper's topic. No titles should be something simple like "Position Paper" or "Analytic Exploration"
 - In-text citations (formatted correctly at the END of the sentences for all quoted or paraphrased source material)
 - Use page numbers if there are obvious page numbers in the document
 - E.g. (Swales 2)
 - Use paragraph numbers if there are no obvious page numbers
 - E.g. (Swales par. 23)
 - The period goes outside of the closing parenthesis
 - Watch the MLA videos in Course Kaltura for additional examples
 - Paragraph indentions (standard tab)
 - Works Cited (title, separate page, alphabetical order)
 - Watch the video on Course Kaltura for an example
 - To indent the second line of a citation, press ENTER then DELETE then TAB
- **Basic Requirements**
 - 750-1,250 words. No more and no less.
 - Five (5) sources
 - Must be cited in your Works Cited page AND in-text citations
 - You cannot put something in your Works Cited page and not cite it as an in-text citation. You must do both.
- **Content Checklist**
 - **Introductory Paragraph**
 - State your position and provide context
 - You may choose the same position as your presentation or switch to the otherside.
 - **Thesis Statement (the last sentence of your introductory paragraph) should answer this question:**
 - Should Florida decrease funding for the University of South Florida?

- Misc. Requirements for Good Writing
 - Introductory Paragraph
 - See requirements above
 - Transitions between paragraphs. Use this list of transition words to help you:
 - <https://www.smart-words.org/linking-words/transition-words.html>
 - Topic Sentences:
 - Every topic sentence should be about your position, opposition, or refutation
 - Body Paragraph Content
 - Each paragraph should be providing an expanded answer to the question:
 - Should Florida decrease funding for the University of South Florida?
 - Conclusion
 - This should not be repetitive. Provide a detailed answer to the main question (Should Florida decrease funding for the University of South Florida?) that is informed by the evidence you discussed in your body paragraphs.