**Student Checklist**

***Format Requirements on all submitted papers:***

*Typed (initial draft is exempt from this requirement)*

*Double spaced*

*Font: Times New Roman / Ariel*

*Font size: 12*

*Title: Section title, aligned left, Title case, and bolded*

*Header: Name, class period, Research Topic, date Aligned right*

*Footer: Page numbers, centered*

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| **(1) Parent Letter**– due Oct. 28   * Topic Approval / Letter of Consent from Parent   **(2) What I Know–** complete and hold Oct. 31   * Initial draft * Self-edit * 2nd draft * Peer edit * 3rd draft * Polish-edit * Polish Draft * Rubric   **(3) Research Question**  - due Nov. 3   * Question approved   **(4) What I Want to Know –** Complete, add to WIK and submit Nov. 10   * The Big Question * Initial draft * Self-edit * 2nd draft * Peer edit * 3rd draft * Polish-edit * Polish Draft * Rubric   **(5) Research Journey #1 –** complete Nov. 17   * MLA citation * Notes/Summary of source   + Book/Journal   + Interview   + Web-site   + Other * Initial draft * Self-edit * 2nd draft * Peer edit * 3rd draft * Polish-edit * Polish Draft * Rubric | **(6) Research Journey #2 –** complete Nov.24   * MLA citation * Notes/Summary of source   + Book/Journal   + Interview   + Web-site   + Other * Initial draft * Self-edit * 2nd draft * Peer edit * 3rd draft * Polish-edit * Polish Draft * Rubric   **(7) Research Journey #3 –** Complete, attach to RJ #1 and RJ #2 and submit all Dec. 2   * MLA citation * Notes/Summary of source   + Book/Journal   + Interview   + Web-site   + Other * Initial draft * Self-edit * 2nd draft * Peer edit * 3rd draft * Polish-edit * Polish Draft * Rubric | **(8) What I Learned/Work Cited/Reflection –** due Dec. 9   * Initial draft * Self-edit * 2nd draft * Peer edit * 3rd draft * Polish-edit * Polish Draft * Rubric * Sources in proper format * Alphabetical order   **(9) Polished Copy (*in Literacy folder)* –** January   * What I Know * What I Want to Know * Research Journey * What I Learned * Work Cited * Check Format   + Single-spaced   + Title – centered, bold   + Author – centered   + Section Headings (left), bold |