**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*

|  |  |  |
| --- | --- | --- |
| **(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
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