

GRADING RUBRIC

Term Paper Grading Rubric

REQUIREMENT	SCORING %	
15-20 pages type written before figures are provided. Can be longer but not shorter.	15%	15
At least 3 peer refereed references - Refereed by individuals who determine acceptability for entry into the journal, conference proceedings, or other formal association publication.	20%	20
Citations for all quoted work. All copied text and graphics must contain a citation	20%	20
Term Paper formant - MLA or APA Title Page Required - If APA, move your references to the end. Please staple paper.	15%	15
Relevance to Course Topic Area	20%	17
Correct spelling/typing/grammar	10%	8
Total	100%	95

Topic Approved on Time	5%
Topic coverage as an extension of course content	10%
Adequate level of topic coverage	10%

	MLA Guidelines	APA Guidelines
Paper	Standard size (8.5 x 11" in the U.S.)	
Page Margins	1" on all sides (top, bottom, left, right)	1" on all sides (top, bottom, left, right)
Font	12-pt. easily readable (e.g., Times Roman)	12-pt. Times Roman or Courier. For figures, however, use a sans serif font such as Arial.
Spacing	Double-spaced throughout, including captions and bibliography	Double-spaced
Alignment of Text	Flush left (with an uneven right margin)	Flush left (with an uneven right margin)
Paragraph Indentation	1/2" (or five spaces)	5–7 spaces
End of Sentence	Leave one space after a period unless your teacher prefers two.	Leave one space after a period unless your teacher prefers two.
Page Numbers	On every page, in the upper right margin, 1/2" from the top and flush with the right margin put your last name followed by the page number.	On every page (except Figures), in the upper right margin, 1/2" from the top and flush with the right margin, two or three words of the paper title (this is called the <i>running head</i>) appear five spaces to the left of the page number, beginning with the title page.
Title Page	Only if your teacher requests one. Instead, on the first page, upper left corner place on separate lines, double-spaced: Your name Teacher's name Course name or number Date	The title page is always the first page. On the line below the page number, the running head is typed flush left (all uppercase) following the words "Running head:" Below the running head, the following are centered on their own lines, using upper and lower case: Paper title

	Underneath, center the title using regular title capitalization rules and no underline. Start the report immediately below the title.	Your name Your school
Section Headings		Top level headings should be centered on the page, using upper and lower case. Second level headings should be flush left, italicized, using upper and lower case.
Tables & Illustrations	Place tables and illustrations as close as possible to the text they refer to. A table is labeled <i>Table</i> and given a number (e.g., Table 1). The table label and caption or title appear above the table, capitalized like a title, flush left. Sources and notes appear below the table, flush left. Photos, graphs, charts or diagrams should be labeled <i>Figure</i> (usually abbreviate <i>Fig.</i>), and assigned a	Unless your teacher tells you otherwise, tables and illustrations appear at the end of the paper. Each table begins on a separate page with the label Table 1 (etc.) typed flush left on the first line below the page number. Double-space and type the table title flush left (italicized using uppercase and lowercase letters). Figures Captions appear on the last numbered page of the paper. In this case the label <i>Figure 1</i> (etc.) is italicized and the
Order of Major Sections		Each of these sections (if present) begins on a new page: Title page Abstract Body References Appendixes Footnotes Tables Figure Captions Figures
Binding	Most teachers prefer a simple paper clip or staple. Follow your teacher's request.	