US History (AP & C1)

Mr. Bedar

Junior Thesis

**J.T. Checklist: FINAL DRAFT!!!!!**

This is it! What a long, strange journey it has been…

We began discussing topics all the way back in early November. You’ve worked very hard, and now it’s February, and the finish line is right around the corner. Finish strong, and make sure your final product is something you can be proud of, knowing you worked to the utmost of your ability and created a polished, impressive paper. The resulting feeling will be one of enormous relief and exhilaration!

Go through this checklist ***systematically***, read ***carefully***, and make sure you can check off ***every single box*** before handing in your beautiful final product!

In addition to the following checklist, you also should have out your main assignment sheet from the beginning of the process to double-check that you did everything correctly.

Also check out the attached rubric we use in the History Department to grade Junior Theses, so you know how you’ll be evaluated; no surprises!

APUSH: You have a separate checklist in your “Thesis Sacred Text.”

\*ALL of this must be done ahead of time. You’ll be given no time in class to assemble, and if it’s not ready to go, it’s late. Be methodical with this.

**Grade:**

**Junior Thesis = 25% of Term 3 Grade.**

* Missing the deadline for whatever reason will automatically deduct 10 points (a full letter grade) off the final grade
* Assemble the packet ahead of time. If the entire packet (*in hard copy only;* no email or Google Docs) is not ready to be handed in, it’s late. Take your time to double check, and do it right!
* There will be no possibility of re-writing after the final draft has been submitted; this is why you completed a rough draft.

**Final Paper Checklist:**

 **Typed:** Not a single thing in this paper (page #s, anything) should be

 hand- written. This is sloppy and reflects lack of attention to detail.

**Title Page**: Includes creative and relevant title (with or without a subtitle) centered, no larger than size 20 font. Heading in bottom right-hand corner should include, your name, our class, my name and date of submission. No pictures. Do not number the title page.

**Binding**: Paper is stapled or paper-clipped together only. No plastic covers, folders, middle school stuff.

**Mechanics**: 12-point font, Times New Roman only, double-spaced with standard margins 1.25 margins, 1” top and bottom, left justified. Printed in black ink*.* Do not deviate from this.

**Spell check**- automated & human: Run spell check to catch typos and silly spelling mistakes. Read it aloud, and have an adult read it too. PROOFREAD.

**Page Numbers**: Pages are numbered the bottom of the page – *typed*. Neither the title page nor the bibliography counts toward word count/page limit. Page numbers can be easily added and automatically updated in Microsoft Word. Pull down the “Insert” menu, and select “”Page Numbers.” Choose “Bottom” and either Center or Right.

**Quotations**: If you use quotations > 4 sentences in length, they should be properly formatted in a “block quote.”

**Parenthetical Citation/Footnotes:** See edits on rough draft. If you’re not sure, cite. Every single citation must correspond clearly to a source on your bibliography.

 **Complete bibliography:** use models you were given to format correctly.

Check the samples on my website. Then double-check using the Purdue

 O.W.L. site. Every single thing in this paper should be in the same font,

etc. C1: At least 10 total sources on final bibliography (at least 8 total sources *cited* in the paper, at least 2 primary sources (both must be *cited* in the paper, at least 3 book sources, no more than 1 encyclopedia reference). Parenthetical citations in the main body.

APUSH: Minimum of 2 primary sources and 8 secondary sources; follow directions for annotations.

 **Word Count:** should appear on last page, typed and centered after your

 last sentence before bibliography. C1: 2500-3500 words. APUSH: 4000-

4500.

 **“Bibliographic Reflection:”**

 Double-spaced (C1: 1.5 pgs; APUSH: 2 pgs) bibliographic reflection attached after the bibliography. This reflection describes the steps you took to write your paper and addresses the actual writing process: What was your approach? What inspired you to choose the topic that you did? How/from whom did you consult for assistance? Where did you get your sources? What sources were most useful? What about the writing process was fun? What was not fun at all? How did you arrive at the final draft?

 **Correct Sequencing:**

 At the start of class on the due date, you will be handing in a thick packet

with a paper clip or binder clip that must contain, exactly as follows, from top to bottom:

* Title page
* Final draft of paper
* Bibliography (on separate page(s))
* “Bibliographic Reflection”
* Rough Draft Checklist – Bedar Feedback Sheet (the chart I made for you of expectations met, not yet met, etc.)
* Rough Draft (*marked-up* hard copy or print out *marked-up* version from Turnitin.com)
* Detailed Outline (*marked up* version)

**Submit Final Draft on Turnitin.com:**

 *By the beginning of class on the day it’s due,* unless you’ve made other

 arrangements with me individually.