Staple this sheet to the <u>FRONT</u> of your essay   **Name** _____

<u>Technical Scoring Guide</u>

<u>The following will be taken into account in grading your essay:</u>

- Technical errors
- Organization and coherence
- Quality of analysis
- Ability to draw sound conclusions and support claims
- Extent and thoroughness of your research and writing

Remember, your essay is not about your topic but <u>what your authors think about your topic and the evidence they have to support their claims.</u>

<u>Footnote format</u>

Missing:
- ___ period
- ___ colon after city
- ___ website URL
- ___ page number(s)

Missing:
- ___ comma
- ___ city
- ___ year
- ___ publisher
- ___ parentheses

- ___ Incorrect footnote format
- ___ Author first name <u>FIRST</u>
- ___ *Italicize* The title of a *publication*
- ___ Indent first line
- ___ Single line spacing
- ___ Exclude states or countries
- ___ Superscript footnote numbers
- ___ Add space after footnote number
- ___ Character spacing errors
- ___ Capitalization errors
- ___ Full cite for first reference of a source
- ___ Other

<u>Bibliography format</u>

Missing:
- ___ period
- ___ colon after city
- ___ website URL
- ___ page number(s)

Missing:
- ___ comma
- ___ city
- ___ year
- ___ publisher

- ___ Author <u>LAST</u> name first
- ___ Indent second line
- ___ *Italicize* the title of a *publication*
- ___ Delete extra line spacing
- ___ Character spacing errors
- ___ Exclude states or countries
- ___ Sources not in alphabetical order
- ___ Capitalization errors
- ___ Center justify BIBLIOGRAPHY
- ___ Other

<u>Write Out</u>
- ___ names in first appearance followed by abbreviation or acronyms i.e. United States (U.S.)
- ___ Numbers 10 and under (i.e. ten) except dates (i.e. July 4, 1776)

<u>Essay Body</u>
- ___ <u>Block Quotes</u> - use block quotes (single space and indent from both sides) for quotes over five (5) lines or longer
- ___ <u>Quotation marks</u> – remove quotation marks when using block quotes.
- ___ <u>Punctuation</u> - Place punctuation inside quotes.
- ___ <u>After Punctuation spacing</u> is inconsistent
- ___ <u>Footnote number</u> - place superscripted footnote number AFTER punctuation and quotation marks.
- ___ <u>Superscript</u> footnote numbers
- ___ <u>Delete/remove</u> extra line spacing after paragraphs. Double space only.
- ___ <u>Delete</u> extra space between sentence punctuation and footnote number
- ___ Character spacing errors
- ___ Capitalization errors
- ___ *Italicize* the title of a *publication* and *legal cases* (i.e. *Brown v. Board of Edu…*)
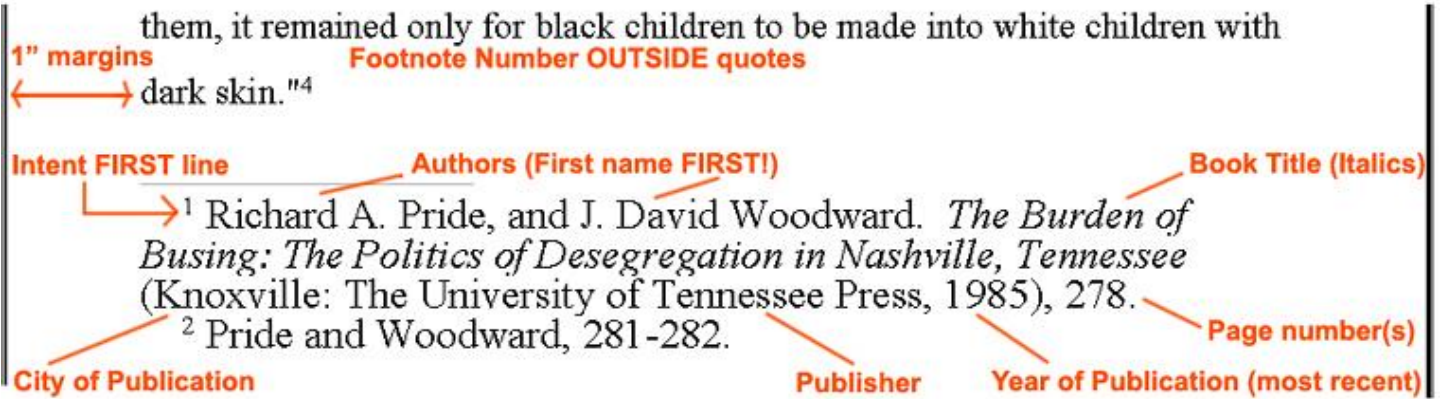
<u>Page Numbering</u>
- ___ Missing
- ___ Top right
- ___ Omit numbering on title page, first page of essay body, and bibliography)
- ___ Page number starts page two (2) of the essay body. (Title page does not count in page numbering.)

<u>Other</u>
- ___ Pages not stapled (within 1" upper-left)
- ___ Missing Title Page
- ___ Inadequate referencing
- ___ Incorrect font or font size (size 12 points)
- ___ Margins not set for one inch as required or incorrect pagination
- ___ Essay not e-mailed in MS Word format

Footnote Format Example

them, it remained only for black children to be made into white children with

1" margins   **Footnote Number OUTSIDE quotes**

dark skin."[4]

Intent FIRST line   Authors (First name FIRST!)   Book Title (Italics)

[1] Richard A. Pride, and J. David Woodward. *The Burden of Busing: The Politics of Desegregation in Nashville, Tennessee* (Knoxville: The University of Tennessee Press, 1985), 278.

[2] Pride and Woodward, 281-282.

City of Publication   Publisher   Year of Publication (most recent)   Page number(s)

Bibliography

Books
Last Name, First Name. *Title of the Book.* City of Publication: Publishing Company, Year.

Books with two or three authors
Last Name, First Name., and First (middle initial). Last Name. *Title of the Book.* City of Publication: Publishing Company, Year.

Books with editor
    Last Name, First Name., ed. *Title of the Book.* City of Publication: Publishing Company, Year.

Books with edition other than the first
Last Name, First Name. *Title of the Book.* 3rd ed. City of Publication: Publishing Company, Year.

Periodicals
Last Name, First Name. "Title of the Article." *Name of Periodical,* July 7, 1999, 53-57.

Films & Videos
    Last Name, First name, dir. *Title of Film.* With (actors) First Last Name, First Last Name, and First Last Name. Studio, 1989.

Television and Radio Programs
    Last Name, First Name, prod. "Title of the Story." Narr. First Last. *Name of Program.* TVNetwork, City, July 7, 1999.

Internet Web Page
    Last, First. "Name of Article." *Name of Magazine- or Organization.* July 7, 1999.
        http://www.nytimescom/ushistory.htm.   (Page number on print out).