

English IV (H)
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DIRECTIONS FOR TURNING IN RESEARCH PAPER

1. In a new (or like new) 3-prong folder with pockets or binder (1/2" or 1"), you will turn in *everything* you have done throughout the process of writing the research paper—(a) note cards & source cards, (b) rough outline, (c) rough draft, (d) final outline, (e) final draft with works cited page, and (f) printouts of all web resources cited in paper. Additionally, you will email a copy of the paper saved as a single Word (.doc or .docx) document to mlcoffman@jmcass.org.
2. In the left-hand pocket, place all of the “rough materials” (a-c above).
3. In the right hand pocket, place the printouts of ALL cited internet sources (the entire article) in the order in which they appear on the Works Cited page (alphabetical). Paper clip or staple individual articles and highlight the author’s name on page one of each article.
4. In the prongs, secure the final outline and final draft. The final outline should be the first page in the prongs. The last page in the prongs should be your Works Cited page, which should have the header with your last name and page number in the upper right corner. All “final” pages (outline, paper, works cited) should be a *clean* (not copies I’ve written on) and should be printed clearly in *black* ink and in a consistent and appropriate font and size (Times New Roman, Times, or Arial – size 12). All final materials should carefully follow MLA formatting.
5. On the final draft of your outline and paper, change the left-hand margin to 1.5” to allow room for the binding. All other margins should remain 1”.
6. In the *right-hand* margin of your final draft, draw an asterisk (*) to indicate the first time each source is used.
7. Follow the above steps carefully. Actually read each step. You are responsible for completing all of the above steps on or before _____ (due date). Remember, the research paper counts as 20 % of your 2nd nine weeks’ grade. I will deduct 10 points for each day that your paper is late. The due date is final—in sickness and in health, for better or for worse