

Hawthorne High School Standardized Research Paper Grading Rubric MLA Style

Appearance

No cover page

Black Ink

Double spaced (the entire paper)

One-inch margins

Font: Times Roman 12

Header on *every* page that includes last name and page #

Extended quotes are indented and double spaced (not single spaced as in the past)

Heading

Student name

Teacher name

Subject

Date (12 September 2012)

Title

Centered/ NOT bold or italic or underlined/ NOT dropped down more than double space

In-text Citations

Placed in parentheses followed by a period: ... forever (Smith, 22).

Citation matches the Works Cited page at the end. For the “Smith” reference above there must be a “Smith” citation at the end.

(continued on reverse side)

Works Cited Page

Works Cited title is centered and not dropped down or bold or italics or underlined

Double spaced

ABC order

Hanging indent (second and subsequent lines are indented)

Citations match the in-text parenthetical citations

All citations use proper MLA format (see librarian for helpful handout and resources if you are not sure)

Mechanics (as per HSPA requirements)

Grammar (tense formation, pronoun usage, word choice, correct sentence structure)

Spelling/ capitalization/ punctuation