Paper Rubric – 20 points

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| ***Content*** | ***Point value***  ***Max***  ***16*** | ***Points Earned*** | Comments  ***Includes all applicable areas for a scholarly paper and focuses on what you need to say.*** |
| Key elements of the assignment are substantive. See detail of assignment.  It is not uncommon for students to ignore the assignment and write about something completely different! | **5** |  |  |
| Introduction: purpose of the paper identified; introduction provides sufficient background on the topic; major points in the introduction match the assignment; author creates a focus and context for the subject; author previews the content  *Note that APA does NOT use an Introduction heading. The first paragraph or two after your title are the introduction*. | **1** |  | EVERY paper needs an introduction. Remember, in APA you don’t use the heading ***Introduction***. The first few paragraphs of your paper will be considered the introduction. Briefly tell us what you are going to tell us. |
| Body of paper: ideas are consistent and flow in logical sequence; major points are organized using appropriate headings; points are supported with appropriate research and references; ideas are stated clearly and concisely; transitions are used to bridge topics  *APA has specific requirements for headings. Your paper should be readable. Try reading it out loud. There should be a story that makes sense.* | **3** |  |  |
| Conclusion: flows logically from the material presented; insights are drawn from summarized major points  *The Introduction says “here is what I am going to tell you”, the conclusion should say “here is what I told you”. The intro and conclusion should be in alignment. Don’t add new material, references, or thoughts in your conclusion.* | **2** |  | Every paper needs a conclusion. Tell us what you told us. Don’t include any NEW information in your conclusion. The conclusion should start with a level 1 heading called CONCLUSION. |
| Organization of ideas:correct and varied sentence structure; paragraphs well structured with logical and effective transitions; paper reviews relevant concepts and creates a coherent theoretical framework for the subject | **2** |  | Assignment length 2500-3750 words (7-10 pages – NOT counting title page, abstract, or references). YOUR PAPER = XXXXX  Assignment specifies 10 references: YOUR PAPER = XXXXX |
| Scholarship: research adequate and timely; appropriate depth and quality of research (scholarly literature); research presented objectively  *Search for as much current support (within last 5 years) as possible. Try to tell BOTH sides of every story, and present conflicting research when it exists.* | **3** |  | Assignment specifies that a majority of your references be within the last 5 years. Concentrate on scholarly, peer reviewed journals. Avoid the popular press and general web sites. |
| ***Mechanics, Readability and Style***  ***This is an aggregate grade that includes all areas below.*** | *Max*  *4* | ***Points Earned*** | Comments: |
| Transitions from section to section and paragraph to paragraph are present and logical. |  |  |  |
| Grammar: subject-verb agreement; proper voice (active vs. passive) and person used; pronouns are unambiguous and congruent; plurals correct; appropriate hyphenation of terms.  *Turn on your grammar checker in MS Word. It isn’t always correct, but you need to pay attention to anything that it points out. If you still haven’t learned basic punctuation, it is time to start.* |  |  |  |
| Sentences: complete, clear, and concise and do not contain redundancies and excessive complex words; do not contain hidden verbs, wordy phrases or clichés; sentence transitions are present and maintain the flow of thought  *APA frowns upon colloquialisms and trendy terms. Don’t try too hard to sound smart.* |  |  | Be careful about extra spaces between words. |
| Language usage: language appropriate for the audience; nonbiased language used; contractions avoided; colloquial expressions, slang and jargon avoided; language clear, concise, precise and unambiguous; parallel construction; proper word choice; tone appropriate to the content and assignment |  |  |  |
| Sentence and paragraph structure: sentence well constructed, consistently strong and varied; paragraphs well constructed and contain a minimum of three sentences  *The “three sentence rule” is not set in stone, but many scholars consider a paragraph of less than 3 sentences to be underdeveloped.* |  |  |  |
| Other style issues: appropriate use of personal pronouns; paper neat and well presented; ellipsis points used properly to indicate omitted material; text does not contain widows or orphans. |  |  |  |
| Text: Times Roman 12-point font used; document double-spaced throughout; margins at least 1 inch on all sides and ragged right edge; paragraphs indented 5-7 spaces; headings and subheadings properly formatted; no end-of-line hyphenation; only one space after punctuation; no bold type used for emphasis; italics used instead of underlining  *If you don’t have an APA template, set one up. There is no reason that you should be using manual tabs or spaces to indent your paragraphs.* |  |  |  |
| In-text citations: all outside ideas properly cited; citations complete and properly formatted; electronic sources properly cited; personal communications cited in text only; page numbers included for direct quotations; indirect or secondary sources properly cited |  |  |  |
| Reference list: references in correct alphabetical order with author’s initials; electronic references properly cited and formatted; format of references conforms to APA requirements; in-text and reference list citations correspond |  |  | ***.*** |
| Punctuation: used correctly; the word “and” and the ampersand are used correctly; punctuation correctly placed with quotation marks |  |  |  |
| Spelling is correct: *misspellings or typos are not acceptable in graduate work. USE YOUR SPELL CHECKER BEFORE SUBMITTING WORK.* |  |  |  |
| ***Total*** | **20** |  |  |
| ***Total 100 Percent*** | ***100*** |  |  |