

## Primary Source Compare/Contrast Paper Checklist

### 1. Mechanics (Technical Quality)

- Paper is saved as a Microsoft Word file type (i.e. a .doc or .docx file)
- Title Page: Put your name, class name, and title of the paper on this page.
- At least 1000 words (not including title page, footnotes, or bibliography, approx. 3-5 double-spaced pages).
- 12-pt type, Times New Roman, one-inch margins, double-spaced.
- You should not put your name or a title on the first page of the body your paper or in a header. The title page makes this unnecessary.
- Paragraphs are correctly formatted: First line of each paragraph is indented. There is not an extra space between paragraphs.
- Pages are numbered in the upper right hand corner of the paper. Do not put your name or any other information with the page number.
- Footnotes conform to style for history papers (Chicago Manual of Style examples found on example sheet posted on Canvas), each have their own number, and are in 10 pt font.
- Bibliography conforms to standard style (Chicago Manual of Style examples found on handout posted on Canvas)
- Author has carefully proofread the paper for spelling, typing, and grammar errors.

### 2. Topic and Sources

- Topic is an appropriate Source from the Past from the acceptable list.
- Paper uses required additional scholarly history source related to the content of the document written by an historian after 1960.
- Content of the paper, bibliography, and notes reflect an appropriate use of both primary and secondary sources to support the author's thesis and develop his/her argument.
- Content of the paper answers the questions how and why the primary source document is similar to the content of the scholarly source.
- Content of the paper answers the questions how and why the primary source document is different from the content of the scholarly source.

3. Thesis – The paper has a clear, significant thesis statement included in the introduction telling how the Source from the Past is similar and/or different from the scholarly source.
4. Introduction – The paper has a clear introduction that describes the Source form the Past and scholarly source used and includes the thesis statement.
5. Body of the Paper
  - Paragraphs are well organized to present required evidence and interpretation supporting the thesis in a logical, coherent fashion.
  - Paragraphs are linked with transitions and summary statements.
  - Research cited (i.e. evidence) is relevant and supports the thesis.
  - Source from the Past and scholarly sources are read and interpreted carefully.
  - Quotations are used selectively and appropriately. No block quotations are used.
6. Conclusion
  - Adequately addresses the “so what” factor (states the most important conclusion and its significance).
  - Summarizes the evidence presented to support the thesis in the body of the paper.
  - Restates the thesis statement clearly.
7. Clarity of expression/thought
  - Sentences are clear, complete, and engaging.
  - Paper is written in the past tense.
  - Author uses the active instead of passive voice as much as possible.
  - There are no errors in Standard English usage, punctuation, or spelling.
  - Word choice is careful and appropriate.
  - There are no colloquial expressions or slang.
  - Paper is written in the third person. No personal pronouns are used (i.e. I, me, we)
  - All parts of the paper address the thesis clearly.