

INDEPENDENT INQUIRY INVESTIGATION RESEARCH PAPER CHECKLIST

- Project Selection (In order for projects to be accepted):**
 - No project should be recycled from previous school years or from another person.
 - No project should be copied and pasted from the Internet.
 - Topics must be approved by the student's teacher prior to the student working on the investigation.
 - The investigation must portray scientific thought.
 - The content (research) learned that is related to the investigation and the results of the investigation must exhibit real world relevance.
 - The investigation must be grade-level and/or ability-level appropriate.

- Format:**
 - Typed: black fonts
 - Printing: single-sided printing in black ink on white copy paper
 - Margins: One-inch margins (Top, bottom, and both sides)
 - Font type: Times New Roman
 - Font size: 12 points
 - Spacing: the entire paper [i.e. title page, research pages, reference page(s)] is double spaced
 - References: all lines are indented to a half inch except for the first line of each reference; the first line must begin at the left margin for each reference

- Outline of Content:**
 - **Page numbers** beginning with 1 as part of the header at the right margin
 - **"Running head:"** header with the title of the investigation in all capital letters as part of the header on the **title page** at the left margin
 - Title of the investigation in all capital letters as part of the **header** on all **research and reference pages** at the left margin
 - Title page content is centered beginning on **line 17**
 - The title of the investigation is centered at the top margin only on the first page of research content
 - **In-text citations** in parentheses at the end of relevant content throughout the research content
 - **"References"** is centered at the top margin of the first page of the reference list pages

- Content:**
 - Title page content
 - Title of the investigation
 - Your first and last names
 - *Northwest Jackson IB World Middle School*
 - *Independent Inquiry Investigation Research Paper*
 - Research content
 - 3 to 5 pages minimum are required, excluding the title and reference pages

- Must include background information about concepts needed to develop a hypothesis for the problem
- A minimum of 5 professionally, produced resources is used to compose the research content
- All content is summarized in student's own words
- Coherent, cohesive, and complete information is developed throughout the research content
- Organized information
- In-text citations is inserted correctly throughout the research content
- Reference list page(s) content
 - List a minimum of 5 references representing the professional resources used to compose the research content

□ **Writing Style: Formal, APA**

- Name of professional resources are referenced throughout the paper
- The research paper is typed in third person
- The research paper does **NOT** use personal pronouns (i.e. No pronouns referring to yourself, such as, I, me, my, myself, mine, we, our, us, etc. are used)
- The research content is typed in **ONE** verb tense throughout the paper
- Acronyms are introduced before using them throughout the paper, also reference the name some times throughout the paper if the acronym is used often
- No use of contractions
- The in-text citations and the reference list are in American Psychological Association (APA) style of referencing. See Google Classroom (GC) for assistance.

□ **Grammar and Mechanics:**

- Capitalization rules are followed
- Spelling rules are followed
- Punctuation rules are followed
- Spacing rules applied to sections, paragraphs, sentences, and words
- Verb tense rule is followed
- Subject-verb agreement rules are followed
- Sentence structure rules are followed
- Coherent, cohesive, and complete sentences, paragraphs, and paper are all established

□ **Submission Requirements:**

- Upload your research content into the free version of grammarly.com and print it out with your score sheets
- Grammarly.com score sheets must include the following
 - Your own, full name is inputted on the **by** line following capitalization rules
 - The full title of your investigation is inputted on the title line following capitalization rules
- Print the entire original research paper
- Staple all of these materials together in the top, left-hand corner in the following order
 - Score sheets

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- Uploaded and scored research content
- The entire original research paper

□ **Presentation:**

- Neat
- Clean
- Professional (Paper edges are aligned with each other)

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