CGS2060/CGS2100

Assignment #1 Grading Checklist

2009/2010 Academic Year

1._____ [30 Points] Paper submitted on time prior to midnight of the Friday Due Date: Monday [24 Points], Tuesday [18 Points], Wednesday [12 Points], Thursday [6 Points], After Thursday [0] points.

2._____ [5 Points] Paper has at least 1000 Words and is a topic obtained from one of the required sources within the appropriate time limits
   1. [1 point] Paper has at least 1000 words
   2. [1 point] Topic From Primary Source within 4 months
   3. [1 point] Citation from authority on the subject
   4. [1 point] Two recent database articles (within last year)
   5. [1 point] One book within the last six years (later than year 2003).

3._____ [5 Points] Paper organized under at least three headings using the required style.

4._____ [2 points] Quote from at least one source, enclosed in quote marks and in it's own paragraph

5._____ [2 points] Title Page has title of paper with the appropriate format, the student's name, and date inserted as a field. Title page should not have a page number.

6._____ [3 points] *There is a clip art* image on the title page.

7._____ [2 points] Page break after the title page and table of contents.

8._____ [2 points] On page 2, below the Table of Contents type (or copy and paste) the following text:
I certify that I started this assignment as a new blank document, and the work herein is all my own. I understand that if it is discovered that I copied another student's work, or made my work available to another student (knowingly or unknowingly), I will be charged with cheating and subject to the consequences as put forth in the class syllabus.

9._____ [4 points] Set quoted text apart from the surrounding text in it's own paragraph with right and left margins indented by 0.5" and without any first line indent. Inserted a blank line prior to, and after, the quoted text. Change the line spacing for the quote to 1.

10._____ [4 points] *Table of Contents* object inserted below the date that was inserted previously. It should list correct page numbers and link to all of the headings in your paper.

11._____ [4 points]Used *Styles* to identify each component of the paper as either *Title*, *Subtitle*, *Heading 1*, or *Heading 2*, *Normal*, or other type of text.

12._____ [3 points] Selected a *Style Set (in the Change Styles menu) Used any Style except the Word 2007 (which is selected by default).*

13._____ [3 points] Line spacing of page three and beyond is 1.5 except for the quote.

14._____ [2 points] Cited the source of the quotation with a *Footnote* using the format for sources shown in the previous section on research (APA). Use the default footnote settings.

15._____ [3 points] *Inserted* a *table* with at least 2 columns and 2 rows not including the column headers.

16._____ [3 points] Changed the *background color* of the first row of the table containing the column headings. Changed the headings to *bold* font and centered.

17._____ [5 points] At least 5 sources. *Managed Sources* tool was used. All information was correct.

18._____ [4 points] Inserted a *Bibliography* at the end of the document using the Word 2007 Bibliography tool, and the *APA Style*.

19._____ [2 points] *Header* has the student's name to the right side, and the title of your paper on the left. Header does not show up on the title page.

20._____ [2 points] *Inserted page numbers* in the center of the *Footer* of all pages except the title page.

21._____ [3 points] *Inserted* at least one small picture.

22._____ [3 points] Added a caption (using the *Insert Caption* tool) to all pictures except for the picture on the cover page.

23._____ [2 points] Paragraph from step 7 in after the Bibliography with the student's name.

24._____ [2 points] Paper was checked for spelling and grammatical errors and corrected.

Save, close, and submit your work for grading.