

RESEARCH PAPER – PEER ROUGH DRAFT RUBRIC

Author's Name: _____

Rough Draft Evaluator: _____

		Yes	No
I.	Manuscript Form -		
	• Title	Yes	No
	• Title is appropriately capitalized, contains no errors	Yes	No
	• Typed in 12 pt font, Times New Roman	Yes	No
	• Double spaced	Yes	No
	• Default margins	Yes	No
	• Indented paragraphs	Yes	No
	• Topic subheadings	Yes	No
	• References page	Yes	No
II.	Abstract – if applicable		
	• Summary with thesis included	Yes	No
	• Not indented	Yes	No
	• Main ideas included	Yes	No
	• Topic sentence	Yes	No
	• Concluding sentence	Yes	No
III.	Introductory Paragraph –		
	• Attention getter (beginning of paragraph)	Yes	No
	• At least 5-7 sentences	Yes	No
	• Thesis is clear and easily identified	Yes	No
	• Sets a clear "road map" for the rest of the paper	Yes	No
IV.	Body –		
	• 3-5 pages of typed text	Yes	No
	• Supports thesis/action plan/purpose	Yes	No
	• Shows definite organization/subheadings in logical order	Yes	No
	• Transitions used within paragraphs and between paragraphs	Yes	No
	• Each paragraph has topic sentence	Yes	No
	• Complete sentences are used	Yes	No
	• Each paragraph is at least 5-7 sentences	Yes	No
	• Variety of sentence structure, which is coherent	Yes	No

ROUGH DRAFT CHECKLIST CONTINUED...

		Yes	No	
V.	Mechanics –			
	• Avoids wordiness, slang and contractions	Yes	No	
	• Uses technical terms and gives definitions	Yes	No	
	• Explains technical abbreviations and acronyms	Yes	No	
	• Correct spelling	Yes	No	
	• Parallel structure in sentences	Yes	No	
	• Full sentences (no fragments, no run-ons)	Yes	No	
	• Correct capitalization	Yes	No	
	• Third person used throughout	Yes	No	
	• Same verb tense throughout	Yes	No	
	• Correct punctuation	Yes	No	
VI.	Research Methods (Follow APA style book)–			
	• In-text (parenthetical) citations used correctly	Yes	No	N/A
	• Quotation marks used for quotes less than 40 words (4 lines)	Yes	No	N/A
	• Indented quotations of more than 4 lines	Yes	No	N/A
	• Everything documented which is not common knowledge	Yes	No	
	• Page numbers used in citations for quotes (as needed)	Yes	No	
	• End punctuation after parenthesis of citation	Yes	No	
	• Uses appropriate sources (ex. not from Wikipedia)	Yes	No	
	• Each reference cited within the text at least once	Yes	No	
	• All sources used are listed correctly on reference page	Yes	No	
VII.	Conclusion –			
	• Restates Thesis	Yes	No	
	• Summarizes/wraps-up the information in paper	Yes	No	
	• At least 5-7 sentences	Yes	No	
	• Leaves the audience with something to remember	Yes	No	
	• Does not add new information	Yes	No	
	• Last sentence is the concluding sentence (seems finished)	Yes	No	