RESEARCH PORTFOLIO: FINAL CHECKLIST

POL 199
SPRING 2006

Name:

Date Submitted:

PUT THIS SHEET ON THE FRONT OF YOUR PORTFOLIO!

Final Checklist

Style:
- Double-spaced, except footnotes and tables.
- Footnotes used, not endnotes
- Author-date citation form used
- Page numbers properly used
- Proper font.
  - Either 10pt or 12pt.
  - Courier or Times/Times New Roman typeface.
- Constant 1" margin on each page
- Paper stapled in the upper left-hand corner. No report covers.
- Coefficients and other statistics in tables (like regression coefficients and standard errors) have no more than 3 significant digits.
- No SPSS output dumped into the text of the paper.
- All figures and tables appended at the end of your paper, consecutively numbered (Include all the figures first, then the tables.)
- Each figure and table is explicitly referred to in the body of the paper.
- Each figure and table is self-explanatory (I should be able to understand it without reading the text).
- Double-check to make sure that your paper follows all 7 of Stephen Van Evera’s writing tips.

Content:
- Two copies of your final paper. I will grade one of the papers and return it to you, if you wish. I will keep the second copy, as an example to people who take the class in the future. Make sure you have another copy for yourself.
- Your research proposal (submitted in February) with my comments on it
- Your 4 graded problem sets, with my comments on them
- Your personal reflection essay
- A statement signed by someone else that s/he proofread your paper (include her/his name, the date s/he proofread it, the time s/he began, and the time s/he ended).
- Things to turn in that I will keep:
  - An extra (third) copy of your abstract, which I will keep.
A copy of your slides from your presentation (I will also keep t