**Research Task Checklist**

Before handing in your final research task, please make sure you have all the necessary components and that they are complete. Use this checklist to help you and **staple it to the front of your research task.**

**Research Topic**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rough Work -- Due:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Topic and research question sheet
* Detailed research notes with evidence of three sources
  + Citation information included at the top of each page
  + Notes in point form, in your own words, and hand written
  + Quotes are cited appropriately
  + Information is organized and easy to understand
* An essay outline

**Final Product – Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* A research essay
  + Title page (follows proper MLA format)
  + Introduction
  + 3 Body paragraphs
    - Demonstrates reporting phrases and in-text citations
  + Conclusion
* An annotated works cited/bibliography
  + Minimum three different reliable and reputable sources
    - Minimum 1 database source
  + Formatted following proper MLA format
  + Annotations included for each source

**Teacher Comments:**