

## Checklist for every paper:

identifiable thesis in opening lines

full name

date

engaging title

staple

no frills

legible script

due on the day appointed

In addition, for typed essays:

12-point Times New Roman or NYT font

double-spaced

c. three quotes supporting your thesis

For quotes over three lines: single space, ½” margins, 10-point font

Chicago style citations for every quote in footnotes or endnotes