

CSC 300 Term Paper Self-Evaluation Checklist

Paper Title, Author:

1. ____ Proofread your paper! (Note: If you hired a proofreader, you must have checked with me first. Attach their contact information to this sheet.)
 - a. ____ Do a spell check. You can fail this paper simply by a lot of bad spelling.
 - b. ____ Perform a grammar check. A hard to read paper will result in a failing grade.
 - c. ____ Use a clean, simple format. Table of Contents, descriptive headings and subheadings must detail a high level outline of your paper.
2. ____ Number pages. Do not number the title page or TOC.
3. ____ The paper must total more than 6000 words of real text or it will be returned to you with a failing grade. Title page, TOC, abstract and appendices **do not** count towards the word count.
 - a. ____ Do not include any word "padding" like long lists, long quotations, nor rambling, irrelevant, or off topic discussion.
4. ____ Graphs, tables, charts and pictures should only be included based on true value added, they must not be redundant with text.
5. ____ Cite all facts and claims you make. The quality and accuracy of the citation is at issue and if done poorly may result in a failing grade, original sources are best.
 - a. It is poor form to rely on a single citation for several paragraphs. Vary citations among respectable sources.
 - b. Use of secondary sources such as Wikipedia for some fact that has an original source is unacceptable.
 - c. ____ Use proper citation formats. Use IEEE/ACM citation format for this paper.
 - d. ____ Quotations should be short, single spaced, indented and cited. They must be relevant and focused on your issue, not redundant .
6. ____ Your analysis must be rational and logical, opinion is irrelevant. The Software Engineering Code of Ethics must be central to your Analysis. Other systems of Ethics may be considered important, too. If your analysis does not have multiple references to the SE Code (and possibly other ethics), it will be unacceptable.