

Final Draft Reminders

❖ Check basic formatting

- Bibliography (NoodleTools)
- Footnote/Endnote (cut/paste from NoodleTools)

❖ Proof read your paper

- Run your paper through spell/grammar check
- Read your paper OUTLOUD to see if any sentences make you stumble over your words...if they do, change them

❖ Update your bibliography

- Take off sources you did not use – not cited in the paper = not used
- Add sources that were not on original document
- Go back to original bibliography – see what needs fixing

❖ Title Page

- I changed my mind about a title page – ADD ONE!
- Don't need a fancy title but needs a TITLE and your NAME

❖ Check citations

- If you changed just one or two words to “paraphrase” the information– just put the original words back and directly quote it
- Check to be sure you use quotation marks for direct quotations, even if just a phrase and not an entire sentence
- If you paraphrased, be sure you cite that material as well
- When in doubt, cite!

❖ Hand-in ROUGH DRAFT with final draft on Tuesday

❖ Don't leave your final draft to Monday night!!!